

# Stores Setup and Processing

## TEMPLACMS

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## **COMMERCIAL STATEMENT**

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## INTRODUCTION

These training session notes have been created to provide background information and useful hands-on experience of using the *Stores* module within *TemplaCMS*. They are designed to complement the training and assist you at a later stage when away from the training environment.

## **STORES SET UP**

## **Key concepts**

There are two key types relating to stores that drive the management of orders and costs.

#### Order Types:

Direct	Goods are delivered directly from the supplier to a customer site.
To Stores	Goods are delivered from the supplier to the warehouse(s).
Transfer	Goods are transferred from the warehouse(s) to a customer site.
Purchase Types:	
Materials	These are products considered inclusive in the DOC contract billing, i.e. they relate to the basic products used for cleaning.
Consumables	These are additional products requested by the customer to be provided throughout the year, where contract billing takes place, e.g. one-twelfth is billed monthly and then reviewed during the year for overs/unders. An example would be toilet rolls.
Recharges	These are any other additional products that are ad-hoc purchases that will be billed separately.

## **System Control**

System-wide settings and/or defaults for Stores control can be set up from the System Control > Stores menu.

	System Co	ntrol - Stor	res		an 4				
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6	Close	🚽 Save							
Sto	res Purc	hase types							
E	udgetary co	ontrol frequen	icies						Documents
					Budget year end date	31/03/2013	-	Mobile device	Picking list analysis level Contract Manag
(	Count	Basis			Description			and stores orde	Delivery note analysis level Contract Manag
	1	Monthly	-	Fixed period 💌	Monthly				Stores form analysis I (Not set)
	3	Monthly	-	Rolling perio 💌	Rolling quarter				
	12	Monthly	-	Rolling perio 💌	Rolling year				Control supplier order redistribution
	0	Not set	-	Rolling perio 💌					Order number prefix
	0	Not set		Rolling perio 💌					
	Budget man	agement leve	el Operatio	ons Manager 💽					Suppress suffix?
	efaults						Billing		
	Order type	All		•			Mandat	ory client PO on stores billing	Recharge requires billing?
	nternal stor	e RC	CP REGULAR	2		<b>∞</b> 0 <b>≤</b>			
	Price gro	20%	Standard Pri	ion Lint		<b>6</b>	Transfer c	osting Last Cost	▼
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C	ancel Rema	ainders					Recharge b	illing	
	Direct	No	Transfer	No 💌	To stores No	-	Split by		t PO ref 💿 Delivery 💿 Month and client PO ref
							Invoice	when complete?	
	tores order	requests workflow pa	th Stores o	order approval		<b>∞</b> ()			
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S	upplier/proc	duct cost cha	inge tolerance						
	Z Auto mar	nage product	cost changes		es on invoice within the t		Processing		ng allows orders to progress directly to received,
	Increase	0.00%	Decrease	0.00% Beyond tole	cally applied as 'last cos rance will require workfl	t'. ow approval.	Immedi	without approval or (	GRN entry.
								This option is only r	elevant where solely 'Direct' orders are in use.

*Budget control frequencies* - this allows the budgets to be measured in different ways over certain periods, e.g. 'Fixed period', or 'Rolling period' budgets. The *Mobile device and stores order form* tick box determines which budget frequency will be printed on stores order forms.

*Purchase cost types* - need to be created for each of the three types of purchase used. This will enable each of the three to be linked to the Nominal Ledger.

*Purchase task types* - stores ordering in **TemplaCMS** is not task-specific, however, site transactions require that all cost and revenue transactions are associated with a task type. Three different *Purchase task types* must be set up for the matching purchase types: materials, consumables and recharges; further purchase types can be set up, as required. Overrides for these can also be set up from the product groups or categories.

Defaults – defaults for orders can be specified, but can also be overridden when entering the order.

*Cancel remainders* - when less stock has been delivered than the amount requested, the *remainder of the order can be cancelled if necessary*. If they are not cancelled, the items that were not delivered will go on to 'back order'. This can be set for each type of order i.e. *Direct, Transfer* or *To Stores*.

*Default mandatory PO on stores billing* – ticking this option will force users to enter PO numbers on all stores order recharge billing lines.

*Force recharge billing document separation* - when ticked, a separate invoice for each different PO reference per client will be generated where they are entered on stores orders, regardless of whether any groupings or consolidation setting are defined on the contract billing tab.

*Invoice when complete* - when ticked (under the Recharge Billing section) only invoice recharge billing when an order has been fully delivered or where any remainders have been cancelled.

The options for *Transfer costing* are *FIFO* and *Last Cost*.

Auto post on approval - all stores orders require workflow approval before posting. Once approved, a user must post the order. Only once the stores order is posted can documents be created. If the option *Auto post on approval* is ticked when a stores order is approved, the order will automatically be posted. *Document distribution via e-mail and/or export will also occur automatically, depending on the supplier set-up.* 

*System Control* configuration options also exist for last cost tolerance changes, via *Increase tolerance* %' and *Decrease tolerance* %.

- Where the last cost change is detected, and where the % difference exceeds any of the tolerances, an action can be sent through a workflow for specific excessive last cost change approval or rejection.
- Where the excessive last cost change is approved, or the % difference is within both of the defined tolerances, the change will be accepted and automatically applied to the product/supplier record, ensuring product audit records are also generated.
- Last cost maintenance also allows a managed automatic process for updating the last cost directly from supplier invoices received.

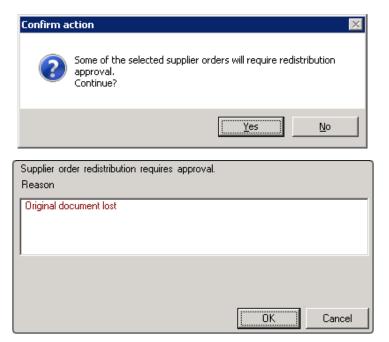
Auto manage product cost changes – when ticked, during the posting of a purchase invoice with product lines (excluding those with an ad-hoc status), the unit cost on the invoice line will be compared to the currently held product/supplier last cost. If it differs, this will update the last cost of the product as per above.

*Documents* – the following options can be set for stores documents:

- *Picking list analysis level* this can be analysed based on business analysis levels.
- *Delivery note analysis level* this can be analysed based on business analysis levels.
- Stores form analysis level this can be analysed based on business analysis levels.
- can be set to be automatically be analysed based on business analysis levels.

*Control supplier order redistribution* - this is an optional control process to help prevent duplicate documents being sent to suppliers. A workflow path for *Supplier order redistribution control* needs to be set up if this option is used.

Once enabled, if a user attempts to distribute a stores order which has already been distributed, they will be
prompted by a message informing them that the redistribution requires approval, and that if they want to proceed, a
reason code must be entered.



• Once approved, a user will then be able to redistribute the store's order as needed. The orders history will be updated for any redistribution, and so offers an audit trail.

*Order number prefix* and *Suppress suffix* – these options control whether a prefix and suffix are added to stores orders when printing.

*Delivery signature* - if the *Required* box is ticked an attachment type need to be specified against which to record the signature. This is mainly used on mobile devices where a client may sign when goods are delivered.

#### **Internal Stores**

At least one Site and one Contract need to be set up as a minimum. On the Site Detail screen, the Stores type must be set to Internal stores.

F 🖨 🗣 🗐 🕫			Site Detail - WAREHOUSE
General			
Close Previous Next Save	<ul> <li>Attachments</li> <li>Process sheets</li> </ul>		The second secon
Close al Properties Business an	alysis Marketing analysis Contacts	Locations Time and attendance	T&A configuration Stores ordering Equipment items
Client Code Name Address	W/H WAREHOUSE MAIN INDUSTRIAL EST	Current V	
Town	Tonbridge		
County	Kent	~	
Postcode		DBS check required?	
Working/cleaning weeks per year	52.14	Vetting required? PPE required?	
Stores type	Internal stores 🗸	Food hygiene certificate required?	
Site type	Standard 🗸	Exclude from BI reporting?	
Default mailing contact	(not set)	~	
Timesheet entry style	Default method	~	
	Managed building?		
Building reference			
SIC code			

On the contract associated with the *Warehouse* site, only the minimum details need to be entered (no tasks, budgets, calendars, payroll etc.)

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•	General																		
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Clos	e Previous	Next Sav	ve	ess sheets			Workflow	New version	Suspend contract	Terminate contract	Excel F	Roster	Check working time conflicts	Show audit	Transactions	Reports	Schedule	Site binder	Budget summary
	Navigate	Sav	ve	Other			Workflow						Re	ecord					í
Gene	al Tasks	Calendar Bu	udgets Pay	Workbills	Stores	HS	Billing	QA Prop	perties Aud	it Image									
Refe	rence	W/H	version	1	type	Standard	d contract		Contr	act starts	01/01/2020	~							
Clie	nt								Contr	act ends	(not set)	$\sim$							
Site		WAREHOU	ISE					0 🕓											
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	king/cleaning ks per year		52.14																
Min	cover rate		0.00 OR	pay scale															
Max	cover rate		0.00 OR	pay scale															
Defa	ult cover rate		0.00 OR	pay scale															
Max	timesheet rate		0.00																

A Stores Template can be added to the Stores tab, which may be useful where control of products delivered to a warehouse is required.

## Single purchase order spend limit

A single purchase order spend limit can be set as a system-wide default, or per individual user from the *Purchasing* > *Spend Limits* option available on the *Maintenance* menu:

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	Dire	ct order limit		£1,000	00						
	Tran	sfer order limit	£	5,000	00						
SpendLin	nitDeta	il © 20	120 Templa	Computer	r System	s Ltd					

When entering a stores order, the relevant user (or system level) spend limit will be retrieved, and the supplier level totals (excluding VAT) from the order will be accumulated at this level. The results are shown on the *Supplier Spend* tab on the budgets section of the order screen.

	Iranster I o stores () Direct		Repeat details			
Order number	49 Client order ref		Repeat? Ev	very 0	•	
Site	Head Office - Admin	0	Er	nd after 0 (not s	set)	
Contract	HO - Head Office - Admin	▼ 🔒	Materials Consum	ables Spend Limits		
Order date	17/01/2012  Required date	17/01/2012 💌	🛃 User 🗧		Spend limit	Variance
			Adam Inistrat	Hammand 8 01 007 50	<b>01.00</b> 0.00	£87.50
Ordered by	Adam Inistrator	0	Adam Inistrat	Baylis & Son £38.00	£1,0 0.00	-£962.00
Special instruction	ons					
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🛃 Te	mplate Category Group P	roduct Supplier	Qty Unit L	Jnit cos Zero cos Vat c Pric	eg / Unit pric Unit Co	st Price Margin Part r

If an order is sent for approval where the spent amount is greater than the spending limit an action will be sent through a workflow for specific single purchase order spend limit approval or rejection.

## MAINTENANCE

## **Suppliers**

New suppliers can be added from *Purchasing* > *Suppliers* (Maintenance menu) by clicking on *New* and entering the relevant details for the supplier. It is advisable to use the same naming convention as for existing supplier accounts.

Ŧ P			TemplaCl	MS - Contract Management Sy	stem TemplaCMS	Demo				- 0 ×
General										
Close Refresh Print Excel Ex	kpand (	Collapse	ck duplicates 📃 👻	Open New Copy View	Create Print mail label *			Select Publish format	<ul> <li>Delete</li> <li>Reinstate</li> <li>Show delete</li> <li>Status</li> </ul>	d
Navigator 4						JL	rinter		Status	
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Second Seco	Drag		here to group by that column.			Leve				
E 📲 Purchasing	F St		Туре	Name			Approved Supplier?		ance Expiry Date	Supplier - Supplier Ty
Suppliers Suppliers Suppliers										
Products		BIFFA	Owned	BIFFA						
<ul> <li>Product Groups</li> <li>Product Categories</li> </ul>		JANITORIAL	Owned	Janitorial		· ·				
Product Structure		SUB-CON	Owned	Sub-contractor vacancy						
Purchase Types     Purchase Types     Price Groups     Stores Template Re     Stores Template Re     Stores Template Pro     Units     Price Group Review      Capture Template     Stores     Stores Template     Stores     Stores Template     Stores     Stores										

New suppliers in CMS can be sent to the accounts system by clicking on the option to *Send to accounts*, which will automatically create the new supplier in the accounts system.

	<b>.</b>					Supp	plier Det	ail - (nev	0		-	$\times$
Ge	eneral											
Close Navigate	Save	Save and new		ichments cess shee	Create mail ts her	Send to accounts	Transa v	actions				
General P	Properties	Contacts	Dates		Send to accounts	]						
Accounts sy	ystem	Account	5				$\sim$		stribution mail to contact	(		î
Code		SUP000	5		Prospect		$\sim$	_		(not set)		~
Name		Blue Sky	Cleaning s	upplies				E-	mail copy to originat	WARNING orders will need to be printed manu	Jally	
Address								Self bi	lling invoices			
								Defau	It recipient contact	(not set)		$\sim$
Town								Cost	ype			S)
County							$\sim$	E-Trac	lina			
Postcode									-			
Telephone									Trading?			
Fax												
Website												
VAT		(select o	one)				$\sim$					
Terms		From inv	voice date		$\sim$	days	0					
Default mail	ling contact	(not set)					$\sim$					

The preferred method is for any new suppliers to be manually created in the accounts system to ensure all supplier-related details are fully populated and utilized.

#### **PO DISTRIBUTION**

If the *System Control* flag for *Auto Post on approval* for stores orders has been set, and the *supplier* has been set up with *PO distribution* (via ticking the *E-mail to contact* and/or *E-mail copy to originator* boxes) and a contact has been specified, documents will automatically be distributed to the supplier when the purchase order is approved.

					Suppl	ier Deta	il - (new	)		-	$\times$
Gene	eral										
Close Navigate	Save	Save and new Save	<ul> <li>Notes</li> <li>Attachment</li> <li>Process she</li> </ul>		accounts	Transa cord	ctions				
General Pro	perties	Contacts	Dates								
Accounts syst	em	Accounts	1			$\sim$		stribution			<u> </u>
Code		SUP000	5	Prospect		$\sim$		mail to contact	(not set)		$\sim$
Name		Blue Sky	Cleaning supplies				E-	mail copy to originato	WARNING orders will need to be printed manual	ily	
Address							Self bil	ling invoices			
							Defau	It recipient contact	(not set)		$\sim$
Town							Cost t	уре			\$
County						$\sim$	E-Trad	ina			
Postcode								-			
Telephone							11 E-	Trading?			
Fax											
Website											
· · · -											

#### **E-TRADING**

- If e-trading is enabled on the supplier, the export will also be performed automatically.
- If e-trading is not active, and no e-mail recipient contact is entered, a warning message will appear to inform the user that manual printing will be required.

## **Products**

*Products* can be added and maintained from the *Products* option on the *Maintenance* > *Purchasing* menu and can be analysed via *Product Groups* and *Product Categories*.

To add a new product, simply click on *New* and enter the relevant details. If the new product needs a new group, category or price group these will have to be created first.

	<b>.</b>				Product	s - (new)	
Ger	neral						
Close	<b>Save</b>	Save and new	🖒 Notes 🖓 Attachme	ents	Transactions		
Navigate	:	Save	Other		Record		
General Pr	ice groups	Suppliers	Properties	Audit	Dates		
Code		P90123					
Description		12 Inch Stiff R	ed Deluxe Broo	mhead			
Product typ	e	Standard	$\sim$				
Product cat	tegory					3	6
VAT		(Select for ove	erride)			~	·
		COSHH	Monitor	ed produ	ict		
	I	Non stock	Ad hoc				
Activity stat	tus	New	$\sim$				
Sales basis	;	1 (	Jnit		$\sim$		
Min stock le	evel	0					
Units Purchase	d = -						
	u dS			S of			
Sold as				S of	· · · ·		
Stocked a	is.			⊲⊘ of	1		

#### GENERAL

*Code* – enter a product code

Description – enter a product description

Product Type – select a product type, the options are Standard, Equipment item, Hygiene services, Staged billing.

*Product category* – choose a relevant product category, additional categories can be created if needed.

VAT – if the product incurs a different VAT % choose the relevant VAT code, the system default will otherwise be used.

COSHH – a product can be marked as 'COSHH' (Control Of Substances Hazardous to Health) by ticking the COSHH box.

*Monitored product?* – products flagged as *Monitored* can be routed via a different workflow path during the stores order process.

*Non stock* – non stock products allow the full use of the product database for standard description, costs and prices, and full use of stores order processing. These could be used for frequent orders for consumables or services, e.g. stationery, vehicle repairs, etc. The description can be overridden on the order line, e.g. stationery can then be changed to notepads. When present on to-stores or transfer orders, non-stock products will be ignored from any stock control transactions.

*Ad-hoc* - an ad-hoc product allows the full use of stores order processing, however, ad-hoc descriptions and specific costs and prices all have to be defined on the order line. These could be used for infrequent orders for consumables or services, e.g. purchase of a new car. When selected to an order line, the existing 'product' button is replaced with a text entry box where the user can enter the details.

Activity status - the status can be New, Active or Inactive.

*Sales basis* – the default is '1 unit'. On hygiene service type products, the sales basis may be changed to a frequency count and basis, e.g. 1 month, to allow sales prices to be defined at a billing frequency. For example, servicing sanitary bins may be defined as costing £20.00 a month, whereby the actual frequency of servicing is irrelevant.

*Min stock level* – this option is only available on Standard products and is used in conjunction with the Stock Balance report which allows users to see which products are running low and require re-ordering.

*Units* - the *Units* in which the products are purchased, sold or stocked in, must also be entered. These can be created from the *Units* option on the *Purchasing menu* or 'on the fly'.

The product list also shows the 'Supplier unit cost'. By default, this will show the preferred supplier cost. Filtering the product list by a supplier will cause the selected supplier cost to be shown instead.

#### **PRICE GROUPS**

From the *Price groups* tab on the product, *Fixed prices* and *Markup percentages* can be added to the list of available price groups.

- 💭 🗢 🔿						P	Products - 10 Litre Kitchen Caddy Bin							×
	General													
Close	Previous		: Sa	ave	Notes Attachmen	ts	Transactio							
	Navigate	2	S	ave	Other		Record							
General	Price g	roups	Suppli	ers	Properties Auc	lit l	Dates Im	age						
		Fixe	d price	Ma	arkup percentage	Zero	price status	;	Sales unit	Supplier unit cost			Fir	nal price
HS defau	ult		£50.00		.00%	Not a	pplicable	$\sim$	Each	£5.70				£50.00
Standard	andard £0.00 10.00		10.00%	Not a	pplicable	$\sim$	Each	£5.70				£6.27		
PL00001	0001 £0.00 .00%		Not a	pplicable	$\sim$	Each	£5.70				£6.27			

The Price groups can also be accessed directly from the *Maintenance > Products* menu (see Price group section below).

#### **SUPPLIERS**

From the Suppliers tab a supplier (or suppliers) for the product can be added as well as details like the minimum and maximum order quantities and unit cost (last cost).

👔 🎾 🏺 🗧 Product suppliers - 10 Litre Kitc 📃 🛛 🗙											
Ge	neral										
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Close Pre	evious Next	Accept Accept and new									
Navigate Save											
Product supp	Product suppliers										
Supplier Janitoria 🔊 🚺 💋											
[	Preferred sup	pplier?									
VAT	(Select for over	ride) 🗸									
Part no.	BIN007										
Last cost	£5.700	per Each									
Order quant	tity limits										
Min	0 Max	0 Each									
Note, product level purchasing limits are used when ordering for internal stores. When ordering for a client site, any specified template ordering limits may override this.											

Where there is more than one supplier, the preferred supplier can be marked by ticking the *Preferred supplier* box, which enables the system to know which supplier to use when placing an order.

#### AUDIT

All changes made to a product or its attributes are automatically audited. The audit trail can be viewed from the *Audit* tab on the product screen:

		2 🔶 🖬		)=			Product	s - 10 Litre	Kitchen Cadd	y Bin			-	×
		General												
C	Close Previous Next Save						Trans	actions						
	1	Navigate		Save	Oth	er	Re	cord						
Ge	eneral	Price gro	oups S	Suppliers	Properties	Audit	Dates	Image						
D	Drag a column header here to group by that column.													
Ad	ded			By		Section		Details						
F	24/03/2	020 14:17:	28	Suppor	t Templa	General	eneral Product added - 10 Litre Kitchen Caddy Bin							
	24/03/2	020 14:17:	28	Suppor	t Templa	Supplier	s	Supplier	litchen Caddy E added r - Janitorial	Bin				
	16/04/2020 14:51:45 Support Templa Price Groups							HS defau Price gro Fixed p	lt up changed - rice - £50.00 **	' changed f	rom £0.00			
	16/04/2020 14:51:45 Support Templa Price			Price Gr	oups	Standard Price group changed - Markup percentage - 10.00% ** changed from .00%			.00%		 			

## **Product group/category NL interface**

Purchase analysis codes can be assigned at System Control level for each purchase type (i.e. materials, inclusive consumables and recharges), which drives the NL assignment for supplier purchase invoice costs, but this can also be set at either product group or product category level.

## **Product Groups**

*Product Groups (Maintenance > Purchasing* menu) provide a means of grouping certain types of products together which allows for easier product analysis, reporting and maintenance etc.

Prod	uct Group List	
Drag	a column header h	ere to group by that column.
🛃 St	Code	Description
	Catering Product	Catering Products
	Cleaning Equipm	Cleaning Equipment
	Cleaning Product	Cleaning Products
	Dispensers	Dispensers
	Gloves	Gloves
	Machinery	Machinery
	Other	Other
	Paper	Paper Products
	Polythene	Polythene Sacks & Liners
	PPE	PPE Uniform & Protective Wear
	Body Care	Shower Washing & Suncare Products
	Handcare	Soaps & Hand Creams
	Spares, Parts &	Spares, Parts & Other

## **Product Categories**

Product Groups can further be broken down in *Product Categories* (*Maintenance > Purchasing* menu), each *Product Category* belong to a *Product Group*:

Product C	Categories List	
Product g	group 🛆	
🛃 St C	ode	Description
	roup : Cleaning Ec	
Product g	roup : Cleaning Pr	oducts (15 items)
E	Brushes & Scrap	Brushes, Brooms, Scrapers
E	Buckets	Buckets
C	Cleaning Chemic	Cleaning Chemicals
C	Cloths & Dusters	Cloths & Dusters
F	Floor Chemicals	Floor & Carpet Care Chemicals
F	Floor Pads	Floor Pads
0	Dishwashing	Hand & Machine Dish Washing Products
N	Mops & Accesso	Mops & Accessories
5	Sanitising & Tele	Sanitising & Telephone Wipes
S	Scourers & Pads	Scourers & Pads
S	Signs	Signs
Т	Frigger Bottles	Trigger Bottle & Sprays (Empty)

## **Product Structure**

The *Product Structure* (*Maintenance > Purchasing* menu) option shows a structured view of products held in **TemplaCMS** and their relationship to templates, price groups and suppliers. Taskbar options allow groupings of *Products in Suppliers*, *Products in Price Groups* and *Products in Templates*.

мамуаци 4	Alerts Product Structure								
Maintenance	Product Structure								
	Drag a column header here to group by that column.								
	Product	Supplier	Price group	Template					
🗉 📲 Billing	BAG0001 - Black Refuse Sacks x 20	P0016 - PATTERSONS (BRISTOL) L	PL0001 - Standard Price List	Stores0002 - Recharged Consumables					
Purchasing Suppliers	BAG0001 · Black Refuse Sacks x 20	P0016 - PATTERSONS (BRISTOL) L	PL0001 - Standard Price List	Stores0007 - Inclusive B & W Bags					
🖃 📲 Products	BAG0001 - Black Refuse Sacks x 20	P0016 - PATTERSONS (BRISTOL) L	PL0001 - Standard Price List	Stores0011 - Inclusive Consumables					
Products Product Groups	BAG0001 - Black Refuse Sacks x 20	P0016 - PATTERSONS (BRISTOL) L	PL0001 - Standard Price List	Stores0014 - BAGS					
Product Categories	BAG0001 · Black Refuse Sacks x 20	P0016 - PATTERSONS (BRISTOL) L	PL0001 - Standard Price List	Stores0022 - BAGS (exc BAG0002)					
Product Structure Price Groups	BAG0001 - Black Refuse Sacks x 20	P0016 - PATTERSONS (BRISTOL) L	PL0001 - Standard Price List	Stores0268 - Recharged Consumables -R0184/01					
Stores Templates Units	BAG0001 - Black Refuse Sacks x 20	P0016 · PATTERSONS (BRISTOL) L	PL0001 - Standard Price List	Stores0274 - Recharged Consumables - G0001					

## **Purchase Types**

It may be preferred to manage sub-contracted periodic work via issuing a stores order for the services required rather than generating ad-hoc workbills. The costs can comprise many different types of service (e.g. equipment hire, specialist technicians etc.) some of which are also used outside of periodics.

To isolate these costs streams to periodic work, the products used through stores orders need to be differentiated from those same products used as materials, consumables and recharges but without setting up a duplicate set of products for this purpose.

To achieve the above it is possible for users to manually define additional Purchase Types.

New Purchase Types can be defined from the Maintenance > Purchasing > Products menu:

Pur	chase Types			_	_	_	_	_	_	_	
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酉 5	it Code	Description	Gene	General							
2	it Code										
	ADHOCMATERI	Ad hoc materials									
	CONSUMABLES	Consumables	Close	Save	Save and new						
	MATERIALS	Materials	Navigate		Save						
	RECHARGE	Recharge	General Dat	tes							
			Code Description Nature		 Materials	confirmation requ	uired?				
			PurchaseTypeD	etail			© 2020	Templa Comput	ter Syster	ns Ltd	

The Nature value can be set to Materials or Consumables. Any number of other Purchase types can be defined.

At Stores Order entry time the relevant Purchase Type can be selected if not defaulted in from the product template.

## **Price Groups**

Price groups can be accessed directly from the *Maintenance* > *Products* menu from where a list of contracts assigned to the Price group can be viewed.

Fixed prices and Markup percentages can be added to the list of available price groups.

	🤌 🔶		Ŧ				Price Group Details - Standard									×
	General															
	) 🖕 🖕 🛃 📲 🍃 🦫															
Close	Previous	Next	Save	Expand all	Collapse all	Print	Excel									
	Navigate		Save		Other											
General	Products	Contr	acts Dat	es												
Drag a (	column hea	ader her	e to group	by that colu	imn.											ŀ
🚰 Produ	Product Product group Product category HS sales basis Sales unit Fixed price Markup percentage Final price Supplier unit cost											t cost				
													[			
▶ ITSE	RVE Bins			1 Unit		Each	Each .00 10.00% 6.27							5.700		

It is also possible to assign a Price group to a contract from this option (please see the Price group review section below for more information).

Price G	Group Details - 5	0% Standard Price List 🛛 🗕 🗖	
File Tools Help			
🥥 Close 🔒 Save 🛃 Save and	new 숶 Previous	🔷 Next 📲 Expand all 🔎 Collapse all	
General Products Contracts Da	ites		
Drag a column header here to group	by that column.		
	Contract start date	Contract end date	
AMER/01 - AMER ALEXANDER 01	01/01/2011		
MCFP/01 - MCFP 2ND 01	11/03/2011		
MGCS/01 - MGCS PIGEON 01	01/01/2011		
MPWC/01 - MPWC 8-9 01	01/01/2011		
WRCH/01 - WRCH CHEAPSIDE 01	03/03/2011		
RCCP/01 - RCCP REGULAR 01	26/11/2004		×
Open		show all	$\mathbf{v}$
Open		show all	V

From the 'Supplier' tab, a supplier (or suppliers) can be added for the product as well as details like the minimum and maximum order quantities and unit cost (last cost).

	Products - 10	ft Christmas Tre	e with Decoration	ons – 🗆	
File Tools Help					
📁 💭 Close 🛃 Sav	ve 🐻 Save and ne	ew 🤤 Previous	🏟 Next 🚺 Not	es 👂 Attachment	s
General Price grou	ups Suppliers A	Audit Dates			_
Drag a column hea	der here to group b	y that column.			
🚰 Supplier	Part code	Unit cost	Purchase as	Min order	
PLANTFORCE		£374.400	Tree	0	

	= 🖶 🛃 🗧		Price Group Details - Standard								_		$\times$
Gene	ral												
						٩							
Close Previ	ous Next	Save	Expand all	Collapse all	Print	Excel							
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Froduct	Foduct group Product category HS sales basis Sales unit Fixed price Markup percentage F										F		
▶ ITSERVE	ITSERVE Bins Bins			1 Unit	1 Unit Each				.00			10.00%	

## **Stores Templates**

Stores Templates can be used to control what products can be ordered per site as well as to differentiate for example between Re-charges and Materials / Consumables. In addition to the above Stores templates also control which mobile device users can raise Stores Order requests for the relevant template.

When placing a *Stores Order* from a template the products listed on the template will automatically be pulled on to the order from where a user can then enter quantities required etc. One or more specific templates can also be assigned to a contract and in doing so, this will control what products can be ordered on the specific contract.

A new template can be created from the *Maintenance* > *Purchasing* > *Stores Templates* menu:

🚺 🏓 🖨 🔿	→ 🛃 🗧 Store Template - ABC consumables 🦳									×
General										
						🕹				
Close Previous	Next	Save	Expand all	Collapse all	Print	Excel				
Navigate		Save		Other						
General Products	Contr	acts Mot	oile users	Dates						
Code	ABC-C	:ON								
Description	ABC c	onsumables	)							
Purchase type	Consu	mables						0		

#### GENERAL

*Code* – enter a code for the Stores Template.

Description - enter a description.

*Purchase type* – select the relevant Purchase type for the template. Ultimately these will be placed on an order line, so the system knows how to handle the product for costing, budget and billing purposes.

#### PRODUCTS

As products are added to the template, Min/Max order quantity limits can be specified:



When ordering outside of the *Min* and *Max* quantities specified on the template, the system will create an exception to indicate this to the user (see below for further information on this).

Each product also allows the selection of a preferred supplier at *group*, *category* or *product* level. It may be the case that the preferred supplier for a product varies based on where in the country the site is located. If a certain supplier is preferable, they can be selected from the dropdown menu when adding a new product to a template.

When a product is added to a stores order via the *Build from contract* or *Add template* options, the preferred supplier from the template will default if specified, else defaulting to the current group, category or product assignment.

#### CONTRACTS

The Contracts tab lists all the contracts to which the template is assigned and allows drill down into the contract itself.

## **Stores Template Review**

The Stores Template Review process available from the Maintenance > Purchasing > Products menu allows user to manage the assignment (or indeed removal) of Stores Templates on contracts.

To bulk assign or remove a Stores template from contract a New review batch can be created:

	<b>.</b>	Stores Template Review Batch - (new)	_	$\times$
Gen	eral			
		J 🐼 🔇 Delete		
Close	Save	Review Post items		
Navigate	Save	Batch		
General Ext	traction	Action		
Batch number	ne	w batch		
Description			•	
Accounts syst	tem		$\sim$	

#### GENERAL

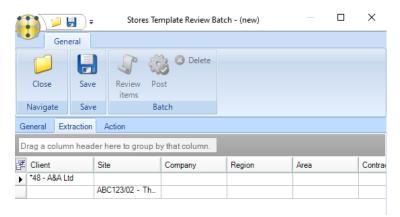
*Batch number* – the system will automatically generate the next batch number.

Description – enter a relevant description.

Accounts system – select the relevant Accounts system.

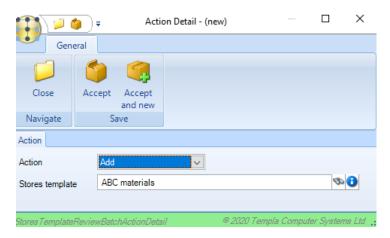
#### EXTRACTION

This allows the user to add multiple sets of extraction criteria, where each comprises a combination of business analysis codes at any level.



#### ACTION

The Actions will allow the user to nominate one of the following actions: Add, Remove or Replace.



Generation of the batch will identify all contracts meeting at least one of the criteria, allowing the user to then review and optionally delete contracts from the list.

Posting the batch will create new *Work in Progres* versions of the included contracts and apply the actions to either add or remove templates. The user is then given the option to automatically send the resulting contracts to workflow for approval. The contract audit file will be updated with changes made automatically to the stores tab assignments etc.

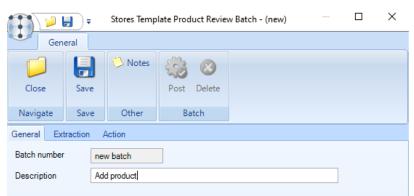
Please note to use the above functionality users should have access to the 'Stores Order Template Review' function.

## **Stores Template Product Review**

It is possible to add or remove products from multiple stores templates at a time using the Stores Template Product review process available from the Maintenance > Purchasing > Products menu.

The process requires the user to create a new review batch comprising the extraction criteria, and the actions to be applied.

#### GENERAL

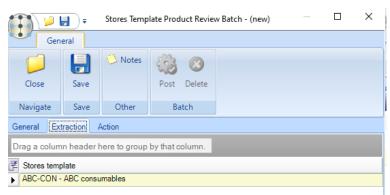


Batch number - the system will automatically generate the next batch number.

Description – enter a relevant description.

#### EXTRACTION

The user can select one, multiple or all stores templates to be included in the batch.



#### ACTION

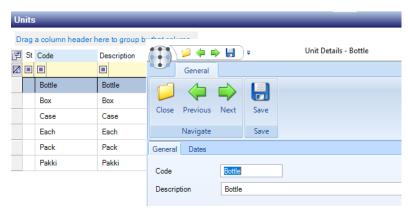
On the action tab, the user can select to Add, Remove or Replace the necessary products.

	🍅 📮 Action Detail	- Add product - (new)	—	×
Gen	eral			
	<b>(</b>			
Close	Accept Accept and new			
Navigate	Save			
Action				
Action	Add	~		
Product	10Kg Econowash	Non Bio Washing Powder	⑦	2
Stores Template	ProductReviewBatchActi	onDetail © 2020 Tem	pla Computer Sys	stems Ltd

Having saved the batch with the extraction and action details specified, the batch can be posted. During this process each stores template will have all of the appropriate actions applied to it – note, therefore that 'add' actions will only add the product to the template if is not already in existence.

## Units

The units option on the Maintenance > Purchasing > Products menu allows the units that products will be purchased or sold in to be defined.



Simply enter a Code and Description for each unit.

## **Price Group Review**

It is possible to nominate an optional *Price Group* on contract. The *Price Group Review* option available from the *Maintenance* > *Purchasing* > *Products* menu allows for the bulk review of price group assignments by creating a Price Group Review batch.

#### GENERAL

	<b>.</b>	Price	Group Review Batch -	(new)	—		×				
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		👶 Notes	Contraction Contraction Contraction								
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General Ext	traction	Action									
Batch number	ne	w batch									
Description Price Group assign											
Accounts sys	Accounts system										

Batch number – the system will automatically generate the next batch number.

Description – enter a relevant description.

Accounts system – select the relevant Accounts system.

#### **EXTRACTION**

	•	Price G	iroup Review Batch -	(new)	_		×						
Gen	eral												
Close	Image: Close     Save     Notes     Image: Close     Delete												
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🛃 Client	E Client Site Contract Company Region Area												
▶ *48 - A&A L	td A	BC123/01 - Th	Z12345/01 - A S										

The user can extract contracts by entering one or more of the following fields:

- Client
- Site
- Contract
- Site business analysis

#### ACTION

The only actions available for *Price Group Review* is *Add* and *Remove*. If an *Add* action has been selected, then a price group must be entered. If a *Remove* action, then the price group is optional. Where *Remove* is specified along with the optional *Price group*, then only contracts currently assigned the selected *Price group* will be affected.



Once the above details have been entered, the user will be able to click on *Save* to generate the batch details, which will identify all contracts meeting the criteria. Once generated the user can review and optionally manually delete from the list.

If the user wishes to add more contracts to the batch, further criteria can be specified, thus requiring a re-generate of the batch.

Posting the batch will create new *Work in progress* versions of the included contracts to assign/unassign the *Price Group*. The user will then have the option to automatically send the resulting contracts to workflow for approval. The contract audit will be updated in the same way as when manually amending a contract.

#### PRICE GROUP DETAILS

When viewing/amending an existing *Price Group*, the pre-existing list of current contracts n has a new toolbar button for *Assign*. This allows the user to select additional contracts that the *Price Group* should be assigned to. Having selected the desired contracts, the user is directed into a pre-populated *Price Group Review* batch which they can then check and post, as required.

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	4						1	€			
Close	Previou	s Next	Save	Expand all	Collapse all	Print	Excel	Assign			
	Navigat	e	Save		(	Other					
Genera	I Produ	cts Cont	racts Da	ites							
Drag a	i column h	eader her	e to group	by that colu	umn.						
E Con	tract	Contract s	tart date	Contract end	date						
			[								

## **Spend limits**

To help manage the commitment of costs to suppliers by individual users, it possible to define single purchase order *Spend limits* from the *Maintenance* > *Purchasing* menu.

		🚽 🗧 Spend	Limit	-	-		×
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	Spend	d Limits					
	To st	tores order limit		f	1,000.	00	
	Dire	ct order limit			£500.	00	
	Tran	sfer order limit	f	2	500.	00	
SpendLim	nitDeta	il ©2(	120 Temp	la Co	mputei	r System	s Ltd

Select the relevant *User* and tick the *System* box to set the *Spend limits* as defined on *System Control* for the user or manually enter individual spend limits for the user against each of the order types; direct, to-stores and transfer.

When entering a stores order, the relevant user or system level spend limit will be retrieved and the supplier level ex-VAT totals from the order accumulated to this level. The results of this will be shown on the *Supplier Spend* tab on the budgets section of the order screen. Where any supplier cost exceeds the purchase order spend limit, the tab and specific supplier(s) will be highlighted as an exception.

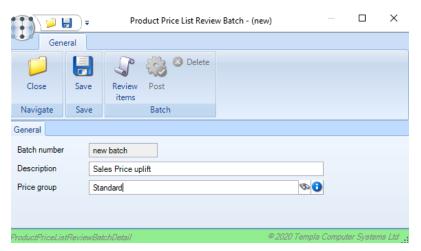
Document Ref: TEAM TemplaCMS - Stores.docx Version: © Copyright 2021 TEAM Software by WorkWave If the order is sent for approval with the above exception, an action will be sent through workflow for specific single purchase order spend limit approval or rejection.

## **SALES PRICE REVIEW**

The Sales Price Review option in TemplaCMS can be used to update the sales price of all products on a particular price list in one go.

## **Batch Creation**

From the *Maintenance > Purchasing > Price Review menu* and select the *Sales Price Review* option and click on *New* to create a batch.



Enter a Description and select the Price Group to be updated from the list.

Click on Review Items which will open the Product Price List Review Detail screen.

save changed template all all avigate Changed template all all avigate Save Changed template all all all avigate Save Changed template all all all avigate Save Changed template all all all avigate Save Change	Oose     Save     Show Create import     Expand     Collapse       Navigate     Save     Save     Other     all       Price group     Standard     Image: Classical Save     Image: Classical Save       Drag a column header here to group by that column.     Image: Classical Save     Image: Classical Save       Product group     Product category     Product code Product     Units       Pinoduct group     Product category     Product code On No.       Image: Save     TiSERVE     10 Line Kötchen C       Each     £10.00     10.00								
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	Other Delivery Test Delivery Charge Each £15.00 0.00 Nr		0.00	0.00		Not applical	able		£15.0
			0.00	0.00		Not applical	able		£15.0

The following options at the bottom of the *Products Price List Review Detail* screen can be used to build the list of products that will be updated on the selected *Price Group*.

*Build all* – will add all products on the system to the selected *Price Group* to be updated.

Build Price group - will add only products currently appearing on the selected Price Group.

Add Group - can be used to add any additional Product Groups to the selected Price Group.

Add category – can be used to add any additional *Product Categories* to the selected *Price Group*.

Add stores template – can be used to add any additional Product Template to the selected Price Group.

*Add Product* – can be used to add any additional *Products* to the selected *Price Group*.

## **Batch Review/Update**

Once the review list has been generated the following 2 options exist to make the changes:

#### MANUAL UPLIFT

		🐞 🌜									
Close	Save	Show Create import hanged template	Expand all	Collapse all							
Navigate	Save	Other									
Review Items											
<sup>p</sup> rice group	Standard				0						
Description	Sales Price	uplift									
Deservation		to group by that column.									
Jrag a colum	nn neader nere	to group by that column.		- 0			-				
t category	Product code	Product	Units	+⊐ Cu		Markup	Zero price status	New	Markup	Zero price s	tatus
, concept)	ITSERVE	10 Litre Kitchen C	Each		£0.00	10.00	Not applicable		10.00%	Not applical	
ary	*622	Delivery Charge	Each		£15.00	0.00	Not applicable	£20.00	.00%	Not applical	ole
	Test	Delivery Charge	Each		£15.00	0.00	Not applicable	20.00	.00%	Not applical	ole
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On the Product Price List Review Detail screen manually amend the Markup percentage or Price for each product as required.

#### EXPORT TO EXCEL AND IMPORT

Click on the Create import template to export the list to MS Excel. Do not click on Save.

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😭 🔎 📕	) <del>-</del>		Product Pric	e List Review Det	ail - Sales Pri	ice uplift			— 🗆	×
Genera	al									
	8		•							
Close	Save Show change	Create import d template	Expand Collapse all all							
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Review Iten Creat	te import template									
Price group	Standard			0						
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A			-	Current			New			
zt category 위	Product code	Product	Units	Price	Markup	Zero price status	Price	Markup	Zero price stat	us
	ITSERVE	10 Litre Kitchen C	Each	£0.00	10.00	Not applicable	£0.00	10.00%	Not applicable	•
										- 6
	*622	Delivery Charge	Each	£15.00	0.00	Not applicable	£20.00	.00%	Not applicable	•

Once exported to MS Excel bulk changes can be made.

#### Please note care should be taken to not change the format or layout in any way.

Close the batch without saving and re-open so that the *Product Price List Review Detail* screen is blank:

				Pro	oduct Price	List Revie	v Detail - Sales Prie	ce uplift			-		×
Gene Close Navigate	Save Save	Show changed	Create import template Other	Expand all	Collapse all								
Review Items Price group	Standa	ard				0							
Description	Sales	Price uplift											
Drag a colum	n header	here to grou	p by that colum	n.									
Produ	uct group	Product o	ategory Prod	uct code	Product		Units	+⊐ Current	Price Markup	Zero price statu	+⊐ Ne		Price M
< Build all	Build Price	e group 🛛 A	dd group Ac	ld category	Add stor	es templat	e Add product	C	hange selected	Remove selected		Ir	nport

Click on the *Import* option (bottom right corner of the *Product Price List Review Detail* screen), and select the amended MS Excel template to import.

Once imported click on *Save*. Further manual adjustments can be made if required.

## **Batch Post**

When ready the batch can be posted to apply the changes to the system:

		ji) 🔶 🖬		) <del>,</del> Produc	t Price List	Review	Batch - Sale	s Price upl	—		×
		General									
	Close	Previous	Next	Save	Review	Post	😢 Delete				
-		Navigate		Save	items	Batch	1				
	General				Post						
	Batch n	umber	1								
	Descrip	otion	Sales	Price uplift							
	Price gr	roup	Stand	ard					)		
	ProductPi	riceListRevi	ewBatch.	Detail				© 2020 Templa	a Comput	er Systen	ns Ltd

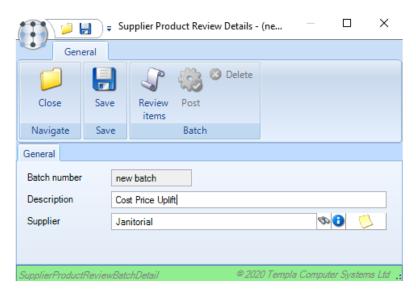
Please note the changes will take affect from the point the batch is posted so care should be taken to make sure this is posted at the right time.

## **COST PRICE REVIEW**

The *Cost Price Review* option in *TemplaCMS* can be used to update the cost price of all products on a particular price list in one go.

## **Batch Creation**

From the *Maintenance* > *Purchasing* > *Price Review menu* and select the *Cost Price Review* option and click on *New* to create a batch.



Enter a Description and select the Supplier to be updated from the list.

Click on Review Items which will open the Supplier Product Review Detail screen.

		J.		S	upplier Product Review I	Detail - Cost Pri	ce Uplift				×
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ž							- Current				,
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	Bins		Bins	ITSERVE	10 Litre Kitchen C	Each	BIN007	£5.700	0	0	
	Clear	ning Equipm	Cleaning Equipm	EL613	10 Metre Extensi	Each	EL613	£12.390	0	0	
	Clear	ning Product	Washing & Laund	SUPREME	10Kg Econowash	Each	SUPREME	£10.100	0	0	
	Clear	ning Product	Brushes, Brooms,	WLSTRE12L	12 Inch Stiff Red	Each	WLSTRE12L	£1.150	0	0	
	Clear	ning Product	Mops & Accessori	KMT12	12 Oz Kentucky	Each	KMT12	£0.800	0	0	
	Clear	ning Product	Mops & Accessori	CXS12JB	12 Twine Socket	Each	CXS12JB	£0.580	0	0	
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		- ning Product		112MFCC	12Oz Microfibre C	Each	112MFCC	£3.920	0	0	
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<											>
Buil	d all	Build suppli	er Add group	Add category	Add stores template	Add product	Change selected	Remove select	ed	Import	

The following options at the bottom of the *Supplier Product Review Detail – Cost Price Uplift* screen can be used to build the list of products that will be updated for the selected *Supplier*.

Build all – will add all products on the system to the selected Supplier to be updated.
Build Price supplier – will add only products currently appearing on the selected Supplier.
Add Group – can be used to add any additional Product Groups to the selected Supplier.
Add category – can be used to add any additional Product Categories to the selected Supplier.
Add stores template – can be used to add any additional Product Template to the selected Supplier.
Add Product – can be used to add any additional Products to the selected Supplier.

## **Batch Review/Update**

Once the review list has been generated the change can be made and applied in the same manner as for the *Sales Price Review* option, i.e. manual or export to MS Excel.

-	Genera	l											
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## **Batch Post**

When ready the batch can be posted to apply the changes to the system:

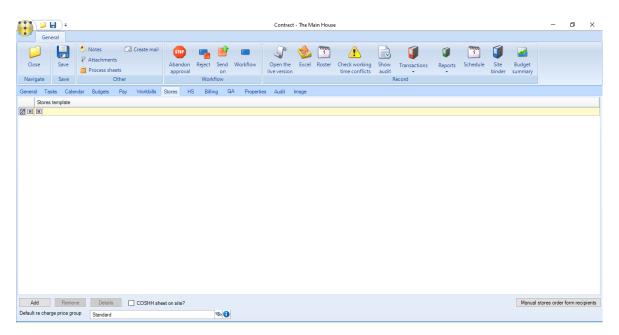
General										
Close	<b>Bave</b>	Review	Post	😢 Delete						
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General		Post								
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Description	Co	st Price Upli	ft							
Supplier	Jar	Janitorial 🟮 🚺								
SupplierProductReviewBatchDetail 1 rows added © 2020 Templa Computer Systems Ltd										

Please note the changes will take affect from the point the batch is posted so care should be taken to make sure this is posted at the right time.

## GENERAL

## **Stores Order Default Selling Prices**

The use of *Price groups* in *TemplaCMS* allows a specific fixed price or mark-up percentage to be applied to specified groups of items during product setup. When creating a new stores order, recharge and consumables lines will automatically apply the rule of the price group nominated on the site contract in order to derive the selling price:



Where no specific price manipulation is set up on the price group for a product, this may result in the item being sold at cost price, which is not necessarily desirable behaviour. To prevent this from happening, there is an option to set a *default Price Group* at *System Control* level.

In addition to this, *Price Groups* include a *Default mark-up percentage*:

	🤌 🔶 🗐		Ŧ	Price Group Details - Standard						
	General									
	$\langle \rightarrow$						۵			
Close	Previous	Next	Save	Expand all	Collapse all	Print	Excel			
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General	Products	Contr	acts Date	es						
Code		STD		]						
Descript	Description Standard									
Default mark-up % 20.00%										

During stores order entry, recharge or consumable items will have their selling price determined from the first valid entry in the following sequence of the below sources:

- Specific price group product level mark-up percentage or fixed price
- Specific price group default mark-up percentage
- Default price group product level mark-up percentage or fixed price
- Default price group default mark-up percentage

## **Stores Orders - Change Price Security**

At the time of placing a stores order, a user can amend/override the 'Price group', 'Zero price' and the 'Unit price' fields:

Genera	al										
Close Previou Navigat		E Save and New Save	<ul> <li>Notes</li> <li>Attachments</li> <li>Process sheets</li> <li>Other</li> </ul>	Request approval Workf	Workflow	Post Expand all	all	Credit control - OVERD CREDIT EXCEEDED cord	DUE		
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Drder number	10	Client order ref		Budgets	Spend Limits						
Site	e Shop 1 🗞 🔞					Group		Budget S	Spend Pe	nding	This
Deliver to	Site 🗸 C										
Contract	XYZ987/01 - Shop	1	~ <b>(</b>								
Order date	15/05/2020 ~	Required date	15/05/2020 🗸								
Ordered by	Support Templa-0	S ()									
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Socket Mop Blu	e			1 Each	£0.	580	1 (20%)	✓ Standa ✓	£0.70 Each	£0.5	58 £0.7

To prevent a user from being able to amend these fields, the 'Stores order - change price' function would need to be removed from the function groups/user roles assigned to them.

## **Mandatory PO Reference**

#### BACKGROUND

A contract billing line for stores order recharge billing can currently be identified as requiring the entry of a PO reference on the stores order.

#### ACCOUNTS DATASOURCE

To force a user to enter a PO Reference on stores orders the Mandatory PO ref? checkbox on the Stores tab of the relevant Accounts datasource should be ticked.

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	$\langle \!\!\!\!\!\!\!\!\!$	$\Rightarrow$												
		Next	Save	Control details										
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General	Accounts	Invoi	ice distributio	n Custor	mer service	HS	Stores orders	Workbills	Email preferences	Dates				
Stores o	rder footer te	ext												
🗹 Mar	idatory PO r	ef?												

#### STORES ORDER RE-CHARGE BILLING LINES

Where the above option has been ticked the *Mandatory PO ref* checkbox will be automatically ticked on all <u>new</u> billing lines that are flagged for *Use for stores order recharge*:

Billingline	
Effective	01/01/2017 v to (not set) V Use for stores order re-charge?
Split by	None      Month      Client PO ref      Delivery      Month and client PO ref
Inv site heading	
Inv text	
IIIV IGAL	
	Frequency
	Immediate recharge?
Revenue type	<i>\$</i>
VAT	1 (20%)
Invoice run	Run 1 🗸
Client PO ref	Mandatory PO ref?

#### **STORES ORDERS**

Any new *Stores Orders* created after the above *Mandatory PO Ref* field has been ticked on the contract's Stores Order billing line, will force the user to enter a *PO reference* on the *Stores Order*, if there are any products selected that have a *Rechargeable* purchase type.

## CONTRACTS

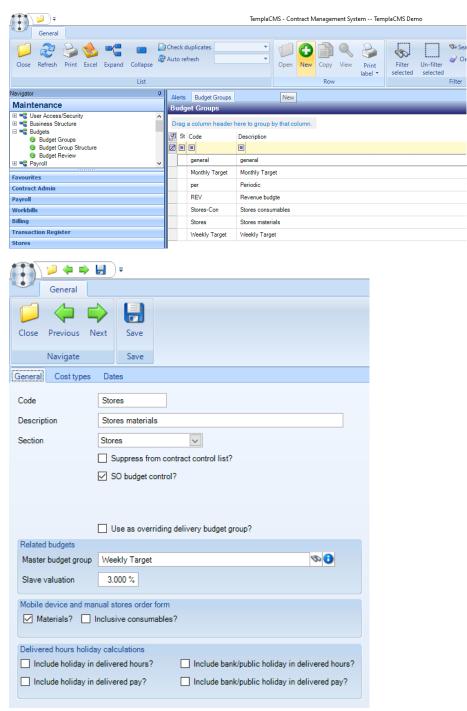
## **Stores Order Budgets**

With the extended functionality available in stores orders to order non-stock and ad-hoc products, as well as the different classification of the same product for different purposes the budget control allow real-time control of all stores order related budgets, for example:

- Materials
- Contract Start-up Budget
- Equipment initial purchase
- Equipment R&R provision through the year

#### **BUDGET GROUPS**

A new budget group can be created from the *Maintenance* > *Budgets* > *Budget Groups* menu by clicking *New*.



The Section has to be set to Stores and once selected the checkbox for SO budget control? become available.

The SO budget control? option defines which budget groups should be visible during stores order entry, but not the purchase type to which they relate as the relationship between stores order lines and the budget group will be derived based on the cost types assigned to the budget group. As such, a new cost type would likely need to be created (for inclusion on a new budget group) for every new purchase type that is defined to the system.

#### **COST TYPES**

Each budget group should be associated with the relevant cost/purchase types that should be recorded against it.

#### CONTRACT BUDGETS

With the association of budget groups with a flexible purchase type, it is possible to define any number of stores budget groups on a contract, applying the slave percentage if necessary.

#### STORES ORDER ENTRY

The purchase types will default from the stores templates.

The budget section of the stores order can include as many budgets as needed based on the purchase types that are associated with the budget groups.

Stores Order Details - New					-	and most					
File Tools Help											
📁 💭 Close 🛃 Save 🛃 Save and new 🕓 Notes  🖗 Attachments 🗎	Process sheets										
🛥 Request approval 📲 Expand all 📮 Collapse all 🍐 Credit contro											
Stores Order Dates											
Transfer To stores Direct											
Order number new Client order ref	Special instructions Rec	quest notes									
Site TEMPLA DEMO SITE SI C											
Deliver to Site  Contact (not set)											
Contract TEMPLA/01/01 - TEMPLA DEMO SITE											
Order date 11/11/2013  Required date 11/11/2013	Budgets Spend Limits										
Ordered by Templa support use 🗞 🚯 Workbill 0	Group	Budget	Spend	Pending	This	Total	Available [		Group		
Billing status Un-invoiced	<ul> <li>Sub Contracted</li> </ul>	500.00	0.00	0.00	200.00	200.00	300.00		Sub Contracted		
Repeat details		1,500.00	0.00	0.00	200.00	200.00		Rolling quarter	r Sub Contracted		
Repeat? Every 0		6,000.00	0.00	0.00	200.00	200.00	5,800.00	Rolling year	Sub Contracted		
End after 0 (not set)											
Drag a column header here to group by that column.											
Template Category Group	Product St	upplier Qty	y Unit	Unit cost	Zero cost V	/at code		Price grou	Unit price Unit	Cost Price	Margin Part no.
🕨 😳 👷 Adhoc 🛛 Adhoc Items	Delete & Type Desc A	CTIONST • 1	Item	£200.00		Standard Ra	ate 💌		£0.000 Item £20	0.00 £0.00	0.00%

The left-hand grid displays a list of all budget groups meeting the following criteria

- 1. The budget group is flagged for SO budget control?
- 2. A contract budget exists for the budget group, effective on the required date of the order
- 3. The derived cost type of at least one order line (based on purchase type and product group/category) is within the budget group

Any budget group that is exceeded (at any defined frequency on system control) will be highlighted. Furthermore, if any budget groups are highlighted an additional row is shown at the top of the left-hand grid for *all overs*:

Stores Order Details - New	- 104	A Marcola Marcola		and such			
File Tools Help							
🥥 Close 🛃 Save 🐻 Save and new Ҫ Notes 💡 Attachments 🗎	Process sheets						
🛥 Request approval 📲 Expand all 🏾 Collapse all 🍐 Credit contro							
Stores Order Dates							
Transfer To stores Direct							
Order number new Client order ref	Special instructions Request notes	5					
Site TEMPLA DEMO SITE 100							
Deliver to Site  Contact (not set)							
Contract TEMPLA/01/01 - TEMPLA DEMO SITE							
Order date 11/11/2013  Required date 11/11/2013	Budgets Spend Limits						
Ordered by Templa support use 🔊 🕄 Workbill 0	Gran	Budget Spend	Pending This		Description Group		
Billing status Un-invoiced	all overs	500.00 0.00	0.00 200,000.0				
Repeat details	Sub Contracted	1,500.00 0.00	0.00 200,000.0	200,00 -198,500.0	Rolling quarter Sub Contr	acted	
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Drag a column header here to group by that column.							
Template Category Group	Product Supplier	Qty Unit	Unit cost Zero cost	Vatcode	Price grou Unit price Unit	Cost Price	Margin Part no. Purc
🕨 😳 🚖 Adhoc Adhoc Items	Delete & Type Desc ACTIONST	▼ 1000 Item	£200.00	Standard Rate	▼ £0.000 Item	£200,00 £0.00	0.00% Sub

The user may select any of the budget groups in the left-hand grid, in order to populate the right-hand grid with the budget frequency details (i.e. as per the current budgets). If the *all overs* row is selected, the right-hand grid will be populated with details of only those frequencies that are over budget, across all budget groups, as shown in the above example.

Where investigation is required into how the actual costs have been determined, further drilldown on a budget group row will display the actual stores order lines included.

Stores Order	Dates												
	🔘 Transfer 🔘 To s	tores () Direct											
Order number	new	Client order ref		Special instructions	Request no	tes							
Site	TEMPLA DEMO SI	TE	🖉 🔁 🖉										
Deliver to	Site 💽 Co	ntact (not set)											
Contract	TEMPLA/01/01 - TE	MPLA DEMO SITE	- 3										
Order date	11/11/2013 💌	Required date	11/11/2013 💌	Budgets Spend Li	imits								
Ordered by	Templa support us	e 🕸 🛈 🛛 Workbill	0	Group		Budget	Spend	Pending	This	Total		Description	Group
Billing status	Un-invoiced			<ul> <li>Sub Contracted</li> </ul>	∃ ►	500.00	0.00	0.00	200.00	200.00	300.00	Monthly	Sub Cont
Repeat deta	ails					1.500.00	0.00	0.00	200.00	200.00	1,300.00	Rolling quarter	Sub Cont
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_				ļ									
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<b>P</b>	Template	Category	Group	Product	Supplier	Qt	y Unit	Unit cost	Zero cost	/at code		Price arou Unit	
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			2.300.	55 1500.00 e	iory i monut	•			Conract	baaget- TEMPEAU			

#### STORES ORDER WORKFLOW

For approval purposes, different budget groups may require different workflow requirements, e.g. if relating to materials or consumables the Ops Directors may need to approve it, whereas if relating to office stationery or repairs the Finance Department may need to approve it. To address this requirement, the 'rule' details within a workflow stage allows the optional definition of the budget group to which it relates.

:	Wo	orkflow Stage Det	ails - Stores order approval - (new)
	File	Tools Help	
	<b>(</b> )	Close 筫 Accept	t 🔞 Accept and new
	Genera	al Rules Route	es Dates
1	Descr	ription	Check Type
Į.	*	Budget Exceeded	Authority required
	*		Stores order-Exceeded budget frequency 1 ANY         Stores order-Exceeded budget frequency 1 Consumable Recharges         Stores order-Exceeded budget frequency 1 Inclusive Consumables         Stores order-Exceeded budget frequency 1 Inclusive Consumables         Stores order-Exceeded budget frequency 1 Materials         Stores order-Exceeded budget frequency 1 Materials         Stores order-Exceeded budget frequency 1 Materials         Stores order-Exceeded budget frequency 2 ANY         Stores order-Exceeded budget frequency 2 ANY         Stores order-Exceeded budget frequency 2 Consumable Recharges

In this way, the stores order approval workflow path could be extended to have multiple stages (one for each budget control level). On each stage the rules used (e.g. 'over budget') would be qualified with the budget group. As a stores order progresses through workflow, it will only be checked against relevant rules based on the budgets exceeded. In this way a stores order that contained a mix of budget groups and exceeded budget for two of them would require specific signoff by two different managers.

#### STORES ORDER BUDGET CONTROL AT MANAGER LEVEL

On larger sites, a standard 3% materials budget that is used is normally more than sufficient to cover the required spend, whilst on smaller sites it is often insufficient. As each manager may have a combination of large and small sites under their responsibility, the overall budget position within their sites may be acceptable, even though the smaller sites are over budget.

As workflow rules are used to prevent budgets from being exceeded, the effect can be that managers require specific authorisation for orders on small sites when they actually have sufficient budget within their sites as a whole.

It is possible to control budgets at a business analysis level for example *Contract Manager*. To achieve this the *Budget* management level on System Control > Stores should be set:

	12	) =			System Control - Stores
	Gen	eral			
Close	Save				
Na	vigate				
Stores	Rep	eating orders Purchase	types		
Buda	etany co	ntrol frequencies			
buug	citary co	na or nequencies		Budget year end date 31/03/2018 -	Mobile device and
	Count	Basis		Description	stores order form
1	1	Weekly 🗸	Rolling perio 🗸	Rolling week	
2	1	Monthly 🗸	Rolling perio 🗸	Rolling month	
3	3	Monthly 🗸	Fixed period 🗸	Fixed quarter	
4	3	Monthly 🗸	Rolling perio 🗸	Rolling quarter	
5	1	Yearly 🗸	Fixed period 🗸	Fixed year	
Budg	get mana	agement level Contrac	~		

The available options are:

- *Contract*, i.e. contract level budgets
- A selected business analysis level, e.g. operations manager, contract manager, etc.

During Stores Order entry where the *Budget management level* is set to a specific business analysis (BA) level rather than to contract (i.e. the current processing), the figures displayed here will represent the sum of budgets and spend across all contracts where the nominated BA level matches that of the site for which the order is being created. In this way, individual contracts will continue to have discrete budgets, but the manager will be free to spread the spend against these budgets across his/her sites as is deemed necessary.

To easily justify both budget and spend figures where they are summed across contracts, the 'drill-down' function mentioned above can be used.

Stores order approval workflow paths can be defined with rules that check for the order exceeding any one of the five monitored frequencies, thus requiring specific approval where a budget is exceeded. As with stores order entry, this budget checking takes into account the defined *Budget management level*.

### Billing

Inclusive materials are normally included in a contracted DOC billing line. Inclusive consumables will most likely be a separate contracted billing line.

Ad-hoc purchases must have a separate billing line defined to determine how the invoice is to be handled. In order to bill these, an additional billing line must be added and the option to *Use for stores order recharge?* need to be ticked. This will then enable the user to choose if this should be billed immediately or using an invoice frequency.

	2 🍅			٥	×
	General				
Close	Previous	Image: Next Accept and new			
	Navigate	and they Save			
Billingline	e				
Effective Split by		01/06/2008 🔽 to [(not set) 🔽 🗹 Use for stores order re-charge? None OMonth O Client PO ref O Delivery O Month and client PO ref			
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Inv text			Summary invoice	Ø	
	PN ⅅ		Address to Client	✓	
		Immediate recharge?			
Revenue		Deep Clean			
VAT		1 (20%)	Dates		
Invoice r	un	Stores Billing	Last invoice (not set)	~	
Client PC	) ref	Mandstory PO ref?		~	

Where product re-charges are delivered over several months and delivery confirmation or supplier invoicing has been delayed, the option to raise separate historical monthly invoices is required.

The above Split by options on billing lines used for recharges performs the document separation during the billing run.

If ticked, the *Mandatory PO ref*? checkbox will cause an exception on any stores order that goes through workflow (if set up) if no PO ref has been entered on the order header. The stores order can't be sent on or approved if the client PO ref has not been entered in this case. Alternatively, the stores order workflow item can be set to rejected, requiring the stores order to be resubmitted for workflow approval.

The rest of the invoice line can be entered as normal (groupings, document delivery, etc).

## **Stores Tab**

The Stores tab will control what can be ordered on the contract via the assignment of stores templates.

A new template can be assigned by clicking on *Add*. The user can drill down into the template and view the details but not change them.

Ge	ieneral	) =								(	Contract	- The Gue	est House								- 0	×
	revious Next	Save Save	<ul> <li>Notes</li> <li>Attack</li> <li>Procession</li> </ul>		Creat	te mail	approva	at Wo		Open the live version	excel	Roster	Check working time conflicts	audit	Transactions Record	C Reports	Schedule	Site binder	Budget summary			
	Tasks Calenda	ar Budget:	s Pay	Workbills	Stores	s HS	6 Billing	, QA	Prop	erties Audit	Image	5										
ABC	-CON - ABC con MAT - ABC mate :RE - ABC Recht	erials																				
Add	Remove	Deta	ils	COSHH s	heet on s	site?													Ma	nual store	s order form	recipient
	harge price group							Ś														

There is a tick box at the bottom to indicate if there is a *COSHH* sheet on the site. The actual *COSHH* sheet can be attached to the specific products by using the attachment option from which this can be e-mailed or printed out if required.

The default price group for the billing of ad-hoc purchases can be selected depending on the price groups that have been set up on the system.

## **Stores Order Forms**

Many companies use business analyses to identify their management structure and the headings/codes used to identify staff/users.

Users can be optionally associated with business analysis codes and this feature is available to use for manual *Stores Order forms*.

It is possible to print and e-mail stores order forms to specified employees and users connected to a contract. A form is produced containing company information and all products on stores templates currently assigned to the site/contract.

The contract *Stores* tab includes a section for 'Manual stores order form recipients'. Payroll employees appear in this list and will receive the form if the corresponding check box is ticked:

Close       Save         Navigate       Save         save       Save         scipients       Image         brag a column header here to group by that column.       Type         scipient       Type         dam Noronha       Contact         im Smith       Contact         002 - Dung Beltrami       Employee         003 - Nga English       Employee	Close       Save         Navigate       Save         Recipients       Image         Drag a column header here to group by that column.       Type         Recipient       Type         Adam Noronha       Contact         Jim Smith       Contact         0002 - Dung Beltrami       Employee         0003 - Nga English       Employee		ecipients - Stores Order Form - The Guest House	- C
Prag a column header here to group by that column.         accipient       Type       Receive documents?         dam Noronha       Contact	Drag a column header here to group by that column.         Recipient       Type       Receive documents?         Adam Noronha       Contact			
Type     Receive documents?       dam Noronha     Contact	Type     Receive documents?       Adam Noronha     Contact	Recipients Image		
Contact     Image: Contact       im Smith     Contact     Image: Contact       002 - Dung Beltrami     Employee     Image: Contact       003 - Nga English     Employee     Image: Contact	Adam Noronha     Contact       Jim Smith     Contact       0002 - Dung Beltrami     Employee       0003 - Nga English     Employee	Drag a column header here to group by that column	n.	
im Smith Contact Contact 000 000 000 000 000 000 000 000 000 0	Jim Smith Contact Contact 0002 - Dung Beltrami Employee 0003 - Nga English Employee 0003 - Nga English 0003	Recipient	Туре	Receive documents?
002 - Dung Beltrami Employee 003 - Nga English Employee	0002 - Dung Beltrami Employee 0003 - Nga English Employee	Adam Noronha	Contact	
003 - Nga English Employee	0003 - Nga English Employee	Jim Smith	Contact	
		0002 - Dung Beltrami	Employee	
035 - Jim Starkweather	0035 - Jim Starkweather	0003 - Nga English	Employee	
		0035 - Jim Starkweather	Employee	
		Add contact Add user Details		

Where a user has been assigned to a business analysis code in use on a site, they can also be selected as the recipient of a stores order form.

There is also an option available on the contract *Transactions* for *Manual stores order forms* which shows a history of form distribution for the particular contract. Doing so also allows the generation of new stores order forms so long as a user or employee has been selected as a recipient.

										ct - T	The Guest House									
	General																			
	0	Notes		Create mai				6			20000	1	1					337777 1	1	
Close	2	Attachmer	nts		Work	low	Suspend			Excel	Roste	J vr Ch	eck y	vorkina	Show	Transactions	Reports	Schedule	Site	Budget
ciose	<u></u>	Process sh	eets		WORK	1011	contrac			CACCI	noste			onflicts	audit	Transactions	*	Serieduie	binder	summary
Navigat	Navigate Other					flow	w						Data forms							
General	Tasks	Calendar	Budgets	Pay	Workbills	Stores	HS	Billing	QA	Prop	erties	Audi		Service	requests					
Reference ABC123/02 version				16	16 type Standard contract						Contra		Equipm	nent audi	ts					
Neierenc	6	ADC 12	5/02	version	10	type	Standard	contract						Stores of	orders					
												Contra		Stores of	order req	uests				
Client		ABC Lt	d						0	0				Manua	l stores o	rder forms				
Site		The Gu	est House						0	1				Quality						
Descripti	on	The Gu	est House											Workbi	lls					
obseripti		The Gu	ust rouse											Project	ed workb	ill schedule				

Where an e-mail address exists for an employee in payroll, or on the user record in *TemplaCMS*, the stores order form will be e-mailed. Otherwise, the stores order form will be printed. A stores order form is produced with company, site and product information when the Print/Email button is pressed.

Besides, budget information is printed depending on one budget control frequency being specified for use on the *Stores* tab in *System Control*:

Stores	Rep	eating orders	Purchase	types				
Budg	etary co	ontrol frequencies	5					
					Budget year end date	31/03/2018	~	Mobile device and
	Count	Basis			Description			stores order form
1	1	Weekly	$\sim$	Rolling perio 🧹	Rolling week			
2	1	Monthly	$\sim$	Rolling perio 🗸	Rolling month			
3	3	Monthly	$\sim$	Fixed period 🗸	Fixed quarter			
4	3	Monthly	$\sim$	Rolling perio 🗸	Rolling quarter			
5	1	Yearly	$\sim$	Fixed period 🗸	Fixed year			
Budg	get man	agement level	Contract	~				

# **STORES**

### **Stores Orders**

*Stores orders* can be accessed from the Stores > Stores Orders menu option. This is in effect an 'Outstanding Orders' book and will display a list of all the stores orders on the system. The filter options allow for selective display.

<u> </u>			TemplaCMS - Contract Mar	nagement System	TemplaCM	1S Demo				-	0	×
General												
Close Refresh Print Excel Expand Collapse	Auto refresh		Open New View	Picking Confi	rm Print	•	r Apply	Change Select	t Publish	My	🔇 Delete 🔊 Reinstate	
			open rien rien	recei				filter filter		assignments	🔀 Show delet	ed
List				Row				Filter			Status	
Navigator #	Alerts Budget	t Groups C	ontracts Stores Orders									×
Stores	Stores Orde											
<ul> <li>Stores Orders</li> <li>Goods Receipts</li> <li>Stores Order Requests</li> </ul>			to group by that column.									
Stock balance	🛃 St Sp R T		dern ⊽ Status	Supplier order		Site name	Ordered		Client order r			
<ul> <li>Multi Site Stores Orders</li> <li>Multi Site Goods Receipt</li> </ul>												
Multi Site Goods Receipt	🌭 🌔	🎦 Tran 🛛 14	SO06 - Awaiting deli	ve	XYZ987/	Shop 1	17/06/2020	17/06/2020		£0.58	£0.70	Ter
Favourites	ا 🌭	🔥 Dire 🛛 13	SO08 - Delivered		ABC123/	The Guest House	29/05/2020	29/05/2020		£5.70	£6.27	Ter
ravourites	🖌 🄶 🛛	Dire 11	SO19 - New import		XYZ987/	Shop 1	16/04/2020	17/04/2020	123	£63.07	£75.12	Ter
Contract Admin												
Contract Admin Payroll	<b>v</b>	Tran 10	SO04 - Approved		XYZ987/	Shop 1	15/05/2020	15/05/2020		£0.58	£0.70	Ter
Contract Admin Payroll Workbills	<b>~</b>	-				Shop 1 WAREHOUSE	15/05/2020 07/05/2020	15/05/2020		£0.58 £5.80	£0.70 £0.00	
Payroll		🍅 Tran 10	SO08 - Delivered									Ter
Payroll Workbills		Tran 10	SO08 - Delivered		W/H	WAREHOUSE	07/05/2020	07/05/2020		£5.80	£0.00	Ter Ter

It can be helpful to group the stores orders by '*Type*' so that it is easier to differentiate between the three different types of orders:

Alerts Stores Orders										
Stores Orders										
Type 🔺										
E St Sp R Order n ⊽ Status	Supplier order	Site code	Site name	Ordered	Required	Client order re	Co	st R	Re-charge	Entered by
🕕 🤹 Type : Direct (10 items)							£495.9	4	£592.36	
虫 🎒 Type : To stores (1 item)							£5.8	0	£0.00	
🗄 👙 Type : Transfer (2 items)							£1.1	6	£1.40	

#### CREATING NEW STORES ORDERS

To raise a new store order, from the stores order list click on New:

Temp	laCMS - Cor	tract Managem	nent System '	TemplaCMS De	mo							-
Auto refresh 🔹	Open Ne		king Confirm receipt		Filter selected	Un-filter selected	Apply last filter	Change filter Filter	Select filter	Publish format	My assignme	ents
Alerts Stores Orders Stores Orders	New					_	_	_				
Type ∕ E St Sp R Order n ⊽ Status		Supplier or	rder Site code	Site name		Or	dered	Required C	Client order	re	Cost	Re-
type : Direct (10 items)      type : To stores (1 item)											£495.94 £5.80	£5

#### This will then display the 'Stores Order Details' screen as below:

🎒 🏓 E						Stores Order Deta	ils - New			
Gene	eral									
Close	Save Save and new	<ul> <li>Notes</li> <li>Attachments</li> <li>Process sheets</li> </ul>	Request approval	Expand Colla all all						
Navigate	Save	Other	Workflow	Record						
Stores Order	Dates									
	OTransfer OTo	stores					Billing status	Un-invoiced		
Order number	new	Client order	ref							
Site				5						
Deliver to		ontact		$\sim$						
Contract	(select one)	-		~ <b>()</b>						
Order date	28/06/2020 ~			$\sim$						
Ordered by	Support Templa-C	Supplier ord	er ref							
Assign	N/A 🗸	ns Request notes	Repeat det	ails Ackno	wledgement contact					9
Standard										
	in header here to gr									
		Category Gr		Product				Si 🗸 🗹 🗖	upplier	Qty Unit
			Ľ	•						
<<										
Build from cor	ntract Add from ter	mplates Add prod	ucts	Remove selected	products Remo	ove ZERO products				

*Order type* – when the type of order is selected, the screen will enable the fields that are required and provide default values where relevant:

- To Stores the site and contract will default to that defined in System Control against the Internal Stores site.
- *Direct* the site and contract will require entry by the user.
- *Transfer* the site and contract will require entry by the user, as well as the *Transfer Site*, i.e. warehouse, from which the products must be delivered.

*Order number* – this will show as *New* until the order is committed to the system after which an order number will automatically be generated.

Client order ref – enter a client order ref if required.

Site – select the site that the order will be placed against.

*Deliver to* – the options are *Site* or *Contact*.

*Contact* – if the *Deliver to* option is set to *Contact* the user will be able to select a specific site contact to receive the order.

Order date – this will default to today's date but can be changed if needed.

*Required date* – this will default to today's date but can be changed if needed.

*Ordered by* – it is possible to enter who requested the order (each order will automatically record the user who entered it). Where consumable sales are being sold on a commission basis, this could be used to record the salesman. This field can also be used to extract statistics at this level with the *Stores Analyser*.

Supplier order ref – enter a supplier order reference if required.

Assign – this will default to N/A but it is possible to select Workbill which will allow the user to associate the order with a specific workbill.

*Special instructions* – this allows for the definition of driver delivery notes. When entered, the notes default into stores order special instructions and print on the delivery notes.

*Request notes* – if notes are entered here the tab will be automatically highlighted in order to draw attention to the request. These notes are for internal use only and as such will not be communicated on any documentation or via the e-ordering interface. Request notes have also been incorporated into *workflow* by the use of a check type for workflow path rules of *Stores order-Request notes exist*. Where this check type is used on a stores order path, any stores order containing a request note can be routed via workflow.

*Repeat details* – allows for the setup of repeat orders. Please see the section on *repeat orders* for further details.

Acknowledgement contact – when selected the contact will receive an acknowledgement when the order is placed.

#### ADDING PRODUCTS TO STORES ORDERS

Products can be added via the following options:

*Build from contract* – checks the stores templates assigned to the contract and retrieve the relevant products to the stores order.

*Add from templates* – this allows the user to select any defined stores template and retrieve the products from it to the stores order (this will include templates not assigned to the specific contract).

Add products - this provides access to the full product list.

Products pulled in using the *Build from contract* or *Add from templates* will have their *purchase type* retrieved to the order line, i.e. *materials or consumables*. If products are pulled in individually, the *purchase type* will default to *ad-hoc purchases*. Any product on the order can have its purchase type changed just for that order if needed.

The *Remove selected products* and *Remove ZERO products* options can be used to clear unwanted products on the order. Once the products have been added, the quantities can be entered and some of the other options (for example supplier, unit price etc) can be changed.

Standard															
Drag a column header here to group by that column.															
Product	Supplier		Qty U	Init Unit co	st Zerocos	t Vat code		Price gr	oup	Unit price	Unit	Cost	Price	e Margir	n Part n
	~ 🗷 🗉 🗸						~ 🗷								
10 Litre Kitchen Caddy Bin	Janitorial	$\sim$	2 E	Each £5.70	0	1 (20%)	~	Standa	$\sim$	£6.27	Each	£11.40	£12.54	9.09%	BINO
10 Metre Extension Lead Orange	Janitorial	~	4 E	Each £12.39	0	1 (20%)	~	Standa	$\sim$	£14.87	Each	£49.56	£59.48	16.68%	EL61
10Kg Econowash Non Bio Washing Powder	Janitorial	~	1 E	Each £10.10	0	1 (20%)	~	Standa	~	£12.12	Each	£10.10	£12.12	16.67%	SUPP
												£71.06	£84.14		
<															3
Build from contract Add from templates Add products Remove sele	ected products	Remove	ZERO	products											
innee Order Neteil												61	1020 Templa	Computer S	Sveteme

#### **REPEATING STORES ORDERS**

If the same site orders identical products regularly, it is possible to create a Repeat Order to save raising a new one each period. This is done by entering the repeat details from the Repeat details button on the stores order, as below:

Gene							Store	s Order Detai	ls - New
Close Navigate Stores Order	Save Save and new Save	<ul> <li>Notes</li> <li>Attachments</li> <li>Process sheets</li> <li>Other</li> </ul>	Request approval Workflow	Expand all	Collapse all Record	Credit control			
	⊖Transfer ⊖To s	itores   Direct							Billing status
Order number	new	Client order	ref		Budgets	Spend Limit	s		
Site	The Guest House		<b>∞</b> (1	1	Group		/ Gro	oup	
Deliver to	Site 🗸 Co	ontact (not set)		~					
Contract	ABC123/02 - The G	iuest House		~ 0					
Order date	28/06/2020 🗸	Required da	ite 28/06/20	20 🗸					
Ordered by	Support Templa-C	Supplier ord	ler ref						
Assign	OTransfer OTo stores ● Direct r number r number r New Client order ref The Guest House rer to Site ♥ Contact (not set) ABC12302 - The Guest House 28.062020 ♥ Required date 28.062020 ♥ Required date 29.062020 ♥ Required date 29.062020 ♥ Required to the store of the set				Repeat detail	5			
Standard	The Guest House The Guest House Tract ABC123/02 - The Guest House and ABC123/02 - The Guest House Tract ABC123/02 - The Guest House and ABC123/02 - The Guest House Tract ABC133/02 - The Guest House Tract ABC133/02 -		[	Repeat?	Every	0	) Months	$\sim$	
	red by Support Temple-C & Supplier order ref yn NA Special instructions Request notes dard g a column header here to group by that column.				End after	0	(not set)	$\sim$	
	Special instructions Request notes				Revised from	(not set	) ~		
Product	ard a column header here to group by that column.							ОК	Cancel
	a column header here to group by that column.					_	E I	CONCO	

Tick the Repeat? Box and then set the frequency and duration:

i	Repeat details	otaat		
	Repeat? Every	1	Months	$\sim$
I	End after	8	01/03/2021	$\sim$
1	Revised from	(not set)	$\sim$	7
			ОК	Cancel
	Janitorial	$\sim$	2 Each	£5 700

The frequency is set by choosing a duration and repeat value or end date. For example, if the order was set as shown above would repeat every month until 1 March 2021.

When the next order is due, it will automatically be created on a new tab within the Order Details window, and can be processed as usual by clicking on the corresponding date.

			· ·				
Contract	DEMO · Demo	Stores Order	s			~ 🖯	
Order date	04/01/2012	*	Required	d date	04/04/2012		6
Ordered by	Templa support	user				0	
Repeat detail	s						
Repeat?	Every	1	Months	$\sim$			
	End after	12	04/02/2013	~			
							L
01/04/2012	Drag a colu	ımn heade	r here to grou	ip by tha	at column.		
		Template	C	ategory	G	roup	
01/05/2012	۶ 🖌	3	ł	Mops	N	lachiner	y and ⊦
01/06/2012	2	3	9	Боар	F	le-charg	eable v
	2	3		Foilet Ro	lls F	le-charg	eable v
01/07/2012							

The order will be marked as repeating in the Stores Orders list, as shown below:

Alerts Stores Orders Stores Orders	_			_						
Type /	Order n ⊽	Status	Supplier order	Site code	Site name	Ordered	Required	Client order re	Cost	Re-char,
Type : Direct (11 items)		· ·							£567.00	£676.5
repeating	15	SO01 - New		ABC123/	The Guest House	28/06/2020	28/06/2020		£71.06	£84.1
	13	SO08 - Delivered		ABC123/	The Guest House	29/05/2020	29/05/2020		£5.70	£6.2
✓ ☆	11	SO19 - New import		XYZ987/	Shop 1	16/04/2020	17/04/2020	123	£63.07	£75.1

usual documents can be creating for repeating orders – the document will show that the order repeats:

Order no: 3372/1	Purchase Order	Order date: 01/04/2	2012 Required date	04/04/2012
<b>Delivery address:</b> Hildenborough Site Mount Pleasant TN11 9JG		Client order ref: Ordered by: Site contact:	Templa support user Repeating 12 x 1 Month(s) on commencing 4/4/2 4/2/2013	ders

١

Delivery is confirmed as normal after choosing the corresponding date tab:

Sile Tools Help          If IP Tools Help         If IP Tools Help         If Close Previous Nets         If Workflow         Documents         Terminate repeat         If Close Previous         If Indef To tores         If Indef To tores     <							
File Tools I	Help						
🕴 💋 Close 🔌	Þ Previous 🛛 📫 N	Next 🧐 Notes 👂 Atl	achments 🛛 📋 Process sh	neets 🖕			
🔲 🗰 Workflov	v 🐚 Documents	③ Terminate repeat	💷 Confirm delivery 🚚	Deliveries	Purchase invoices	Expand all 🔳 🤉	Collapse all
Stores Order	Dates						
	⊖Transfer ⊖To	stores ( ) Direct					
Order number	3372	Goods Receipt D	etails - (new)				
Site	Hildenborough Site	E File Tools Help					
Deliver to	Site 🔽 C	🗐 💭 Close 🛃 Save	🛃 Save and new 💈	Notes 👂 Atta	chments 📋 Process	sheets _	
Contract	DEMO - Demo Sto		📽 Expandiall 🔍 Coll	anse all			
Order date	04/01/2012			Ŧ			
Ordered by	Templa support us						
Descendents			now	ipplier deliv. rer			
1.1.1		•	Cleaning Supplies UK		0	Delivery note	s
nepeatr		<ul> <li>internal stores</li> </ul>					
	Endate	Delivered to	Hildenborough Site		0		
	Close       Previous       Next       Attachments       Process sheets       Image: Collapse all         Workflow       Documents       Terminate repeat       Confirm delivery       Deliveries       Purchase invoices       Expand all       Collapse all         Stores Drider       Deliver       372       Goods Receipt Details - (new)       Image: Collapse all       Collapse all         Stores Order       Deliver       372       Goods Receipt Details - (new)       Notes       Attachments       Process sheets       Collapse all         Stell       Hildenborough Stell       File       Collapse all       Collapse all       Collapse all       Collapse all         Deliver to       Site       Goods Receipt Details - (new)       Notes       Attachments       Process sheets       Collapse all         Order date       OH/01/2012       Goods Receipt Details Cleaning Supplies UK       Output       Process sheets       Delivery number         Process datale       From: suppler       Cleaning Supplies UK       Output       Output       Process data         Of/04/2012       Orag a column       Hildenborough Site       Output       Outp						
01/04/2012							
01/05/2012	Close       Previous       Notes       P Attachments       Process sheets <ul> <li>Confirm delivery</li> <li>Deliveries</li> <li>Purchase invoices</li> <li>Expand all</li> <li>Collapse all</li> <li>Origination of the state of the st</li></ul>						
01/03/2012	<b>1</b>						
01/06/2012	Close Previous Next Notes Previous Process sheets Workflow Documents Termante repeat Confirm delivery Delevenes Purchase invoices Expand al Collapse all Stores Order Dates Transfer To stores Direct Transfer To stores Direct Stores Order Dates Transfer To stores Direct Stores Order Dates Delvo Demo Ste Delvey number From: stuppler Delvey number Tom: stuppler Delvey number Tom: stuppler Delvey number Trans a column header here to group by that column. Trag a column header here to group by that column. Toder Rolts Store Dates Delvey Group Product Supplier pet no. Type Order Store Store Category Toder Rolts Delvey Totex Store Totex Rolts Direct Store Totex Rolts Direct Store Column Rolts Column Rolts Colum						
	2	Mops	Machinery and H	Mop Head	001	Direct	3372
01/07/2012		Soap	Re-chargeable w	Hand Soap		Direct	3372
L		Toilet Rolls	Re-chargeable w	Toilet Rolls		Direct	3372
	Close       Previous       Notes       Attachments       Process sheets         Workflow       Documents       Terminate repeat       Confirm delivery       Deliveries       Purchase invoices       Expand all       Collapse all         tores Drder       Dates       Transfer       To stores       Direct         3372       Goods Receipt Details - (new)       Beloweries       Process sheets       Expand all       Collapse all         e       Hidenborough Sire       File Tools Help       Save and new       Notes       Attachments       Process sheets       Expand all       Collapse all         e       Odd/N1/2012       Cools Receipt Details - (new)       Notes       Attachments       Process sheets       Expand all       Collapse all       Other         dered by       Templa support       Cools Receipt Details - (new)       Expand all       Collapse all       Other       Delivery notes       Expand all       Collapse all       Other       Other       Delivery notes       Internal stores       Delivery notes       Internal stores       Delivery notes       Other						
		1					
	Workflow       Documents       Terminate repeat       Confirm delivery       Deliveries       Purchase invoices       Expand all       Collapse all         Stores Dide       Deliver       Transfer       To stores       Direct         Stores Dide       Transfer       To stores       Direct         Stores Dide       Stores       Collapse all       Collapse all         Deliver to       Site       Site       Stores       Save and new       Notes       Attachments       Process sheets         Deliver to       Site       Site       Confirm delivery       Expand all       Collapse all       Output         Output       Stere C       Confirm delivery       Expand all       Collapse all       Process sheets       Delivery         Delivery notes       Confirm delivery       Expand all       Collapse all       Delivery notes       Expand all       Collapse all         Otdored by       Templa support to       Precess famed stores       Delivery notes       Expand all ecolapse       Olivery       Delivery notes         Internal stores       Delivery date       Os/13/2012       Delivery date       Os/13/2012       Orage a column         Internal stores       Delivery date       Os/13/2012       Osop       Mops       Machinery en						
	Image: Construction of the second						
	-		-				

Budget details will be displayed for Transfer and Direct orders only, as these types send products to the customer.

Request approvement of the second	Save 🛃 Save a	-	e 🧇 Previous 🗳	Next 🗸												
Request apport or es Order D	oproval 📼 Wor	-	e 🗢 Previous 📫	Next 🗸												
ores Order D		kflow 🙉 Post 🖷			Notes	👂 Attac	hments	<u> </u>	Process s	heets						
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0	Dates				-											
0	Transfer O To sto	ores   Direct														
der number 83	306	Client or	ler ref		Special	instructions	Requ	est not	es							
te JL	LLO ONE		<b>S</b>		JLLO - T	'HIS ORDEF	R REPLA	CES O	RDER NO	. 4328						
eliver to Sit	te 🗸 Cont	tact (not set)		~	MONTH	LY STANDI	IG ORD	ER 1S	T WEEK O	F MONTH FR	OM JULY					
ontract JL	LO/01 - JLLO ONE	01	×	. 0			_						1			
der date 01	1/07/2013 🗸	Required	date 01/07/2013	~	Material		_		id Limits							
dered by St	teve Maione		4		₹ <b>7</b> E	-	Spend	Pen	-			ble Description				1
					•	102	0		0	0		02 Monthly				
Repeat details						306	250		0			56 Rolling quarter				
	Every	1 Months	▼			1,223	1,109		0	0 1,1	09 1	14 Rolling year				
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Drag a colum	n header here to	group by that colun	nn.													
7	Template	Category	Group	Product		Supplier		Qty	Unit	Unit cost	Zero cost	Vat code	Price g	roup	Zero pric	e
• 🚖		Bulk Fill Soaps	Re-chargeable w	PINK PE	ARL 5LT	THAMES	~	2	Case	£10.060		Standard Rate	V JLL Pr	i v	Not appl	
2		Plastic Sacks	Re-chargeable w	Clear Bag	gs 200 1	THAMES	~	2	Pack	£12.500		Standard Rate	V JLL Pr	i 🗸	Not appl	
		Airfreshener-C	Re-chargeable w	GLADE F	PACIFIC	THAMES	~	1	Case	£20.110		Standard Rate	V JLL Pr	i v	Not appl	
		Toilet Rolls	Re-chargeable w	SOFTYF	ROFES	THAMES	~	8	Case	£13.220		Standard Rate	V JLL Pr	i v	Not appl	
~ \$		Hand Towels	Re-chargeable w	KATRIN	C-FOLD	THAMES	~		Case	£15.300		Standard Rate	V JLL Pr	i v	Not appl	

#### STORES ORDERS APPROVAL

All orders should be sent to workflow for approval, this will 'post' the order and commit it to the system which allows the supplier and other documents to be generated.

Where no order approval workflow is required orders can be manually posted to commit them to the system via clicking on the *Post* button:

🏹 🎾 🗢	📦 🛃 🗧				Stores Orc	ler Details - Th	e Guest	House date	ed 28/06/20	020 require	d 28/06/202	) - REPEATIN	IG
Genera	il 📃												
Close Previou Navigat	is Next S	Save Save and new Sav	d	Notes C Attachments Process sheets Other	Request approval Wor	Workflow	Post	Expand all	Collapse all ecord	Credit control			
Stores Order [	Dates					Post	]						
	OTransfer C	)To stores 🔘 🛙	Direct		Order statu	is Approved			Billing	status N	lot applicable		
Order number	15		Client order ref		Budgets	Spend Limits							
Site	The Guest Ho	ouse		n 🔁 🌒	Group		G	oup		Bu	dget	Spend	Pending
Deliver to	Site 🗸	Contact (not	t set)	$\sim$									
Contract	ABC123/02 - The Guest House												
Order date				28/06/2020 🗸									
Ordered by	Support Temp	ola-C 🗞 🕤	Supplier order ref										

All orders need to be posted, as it is this process that commits the order and generates the documents for the supplier.



Clicking on *Yes* will launch the *Stores Order Documents* screen from where the relevant documents can be printed or e-mailed. For *Direct* and *To-Stores* orders, the order document can be generated. For *Transfer* orders, the picking list can be generated.

<b>F</b>	Store	es Order D	ocuments			—	
General							
Close Refresh Expand Collap	auto refresh 😪		2	Print document Email document Export document		Un-filter selected	
	List			Row	Filte	er	
Drag a column header here to grou	p by that column.						
🔁 St Type	Supplier	Number	Document date	Printed	Emailed	Transmitte	ed
🕑 Supplier order	JANITORIAL - Janito	1	28/06/2020 12:4	18		28/06/202	0 12:48

The status of the order can be one of the following, depending on how far it has been processed

- New
- Pending approval
- Approved
- Rejected
- Awaiting pick (Transfer orders only)
- Awaiting delivery
- Part delivered
- Part invoiced
- Completed

### Non-stock & ad-hoc purchases

Stores order processing can be used to handle all purchases, i.e. not just site or warehouse delivered cleaning products but also internal consumables and services, for example stationary, vehicle repairs etc.

Products have checkboxes to denote their *Non stock* or *Ad hoc* status. An *Ad hoc* product will also be considered as *Non stock*. *Non stock* and *Ad hoc* products can be used on any type of order:

🚺 ) 🔎 🔶 🔿	<b>;</b> ]=		Products - D	elivery Charge
General				
Close Previous I	Next Save	🗘 Notes 🖓 Attachments	Transactions	
Navigate	Save	Other	Record	
General Price group	os Suppliers	Properties Audit	Dates Image	
Code Description	Celivery Charg	e		
Product type Product category	Standard Delivery	$\sim$		<b>6</b>
VAT	(Select for over	ride)	t	
Activity status Sales basis	Non stock New U	Ad hoc		

*Non stock* products allow the full use of the product database for standard description, costs and prices, as well as full use of stores ordering processing. These could be used for frequent orders for consumables or services for example stationary, vehicle repairs, etc. When placing an order for a *Non stock* product, the description can be overridden on the order line for example 'stationary' can be changed to 'notepads'.

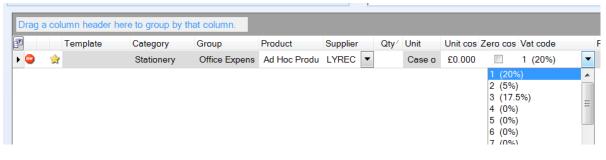
When present on *To stores* or *Transfer* orders, *Non stock* products will be ignored from any stock control transactions.

An *Ad hoc* product also allows the full use of stores order processing, however, *Ad hoc* descriptions and specific costs and prices all have to be defined on the order line. These could be used for infrequent orders for consumables or services, for example purchase of a new car. When an Ad hoc product used on an order the *Product* field is replaced with a text entry box where the user can enter details.

Stores Order	Dates															
	©Transfer ⊚T	o stores 💿 Dire	ct													
Order number	new		Client order ref			S	oecial instru	ctions	Reque	st notes						
Site	ACAS			9	0											
Deliver to	Site 💌	Contact (no	t set)		-											
Contract	A0006/01 - ACA	S		[	• 🔒					o						
Order date	20/08/2012	•	Required date	20/08/2012	-	M	aterials ( Budget	Consumab Spend		Spend Lim	nits This	Total	Availabl	Description		
Ordered by	Templa support	user			<b>∞</b> 🕄	•	7	0	1 ond	0	0	0	7	Rolling month		
Repeat details							21	18		0	0	18	3	Rolling quarter		
Repeat?	Every End after	0 0 (n	ot set)													
Drag a colu	umn header her	e to group by t	that column.													
F	Template	Category	Group	Product	Supplier	r 🔤	Qty∕ Unit	Uni	it cos	Zero cos	Vat co	de	Pric	e gro Unit pric Unit	Cost	Price
😒 📟 ا		Stationery	Office Expens	Ad Hoc Produc	LYREC	•	Cas	eo £0	000.		1 (20	%)	-	▼ £0.000 Case o	£0.00	£0.00

# **VAT processing**

Vat codes are held at order line level and are retrieved from the respective order line product's supplier. This can be overridden for use in cases where a different VAT code applies to the products or services being delivered:



### **Goods Receipts**

For *To Stores* orders, the goods have to be 'booked in' to the warehouse to confirm the items have been delivered. This can be done via the following methods:

- Confirm receipt button on the stores order list, when pressed this will open the *Confirm receipt details* screen for the selected orders.
- Confirm receipt button within the stores order, when pressed this will open the *Confirm receipt details* screen for the selected orders.
- Goods Receipt option on the Stores menu which will allow users to enter *Goods receipt details* and associate it with the relevant order.

€ Council		TemplaCMS	- Contract Managemer	it System Te	mplaCMS D	emo				-	o ×
	Collapse	• Dpen	New View Pickin	receipt	Print documents	Filter Un-filter selected selected	Apply Chan last filter filte	ge Select Pu r filter fo	ublish My primat assignment	୍ର ଜା	Delete Reinstate Show deleted Status
Navigator Stores Stores Orders		duct List	Confirm receip	_	_	_)(			_		
<ul> <li>Stores Orders</li> <li>Goods Receipts</li> <li>Stores Order Requests</li> <li>Stock Balance</li> <li>Multi Site Stores Orders</li> </ul>	Type / Type / St Sp Repeating?	Order n ⊽ :	Status	Supplier order	Site code	Site name	Ordered		Client order re	Cost	Re-charg
Multi Site Goods Receipt										£567.00 £18.41	£676.5 £0.0
			SO06 - Awaiting delive SO08 - Delivered		W/H W/H	WAREHOUSE	28/06/2020 07/05/2020	28/06/2020 07/05/2020		£12.61 £5.80	£0.0 £0.0
	Type : Transfer (2 items)								Γ	£1.16	£1.4

#### Enter the following *Goods receipt* details:

					C	Goods Receipt D	Details - dated 28/06/202	from JANITOF	IAL - Jani	torial				-	٥	×
General																
Close Save	Save and	<ul> <li>Notes</li> <li>Attachments</li> <li>Process sheets</li> <li>Other</li> </ul>	Confirm delivery	Expand all Record	Collapse all											
Goods Receipt	JUVC	ound		Record		]									_	
Delivery number From - supplier - internal stores	new Janitorial	Supplier deliv.		<u></u>	De	elivery notes										
Delivered to	WAREHOUSE		6													
Delivery date	28/06/2020 ~	•														
Drag a column hea	ader here to group	p by that column.														
									antity							
Product	Supplier part no.			Purchase		ed Unit	Delivered (		t cost	O/s	This delivery		Delivery total cost	 inder? C	Comment	
10 Litre Kitchen C 12 Inch Stiff Red		To stores		Materials		1 Each			5.700	1	1	0	£5.700	 		
12 Inch Stiff Red	WLSTRE12L CXS12JG	To stores To stores		Materials Materials		5 Each 2 Each			1.150 0.580	5	5	0	£5.750 £1.160			
12 THING SOCKET	0/01200	ro atores	10	materials		2 10011		1	0.000	2	2	0	£1.100			
								£	7.430				£12.610			
<																>

Delivery number - this will automatically be generated by the system.

Supplier deliv. ref – it is important to enter the Supplier deliv. ref as this relates to their delivery note number and will be useful when matching supplier invoices back to their deliveries.

The From supplier, internal stores and Delivered to options will be defaulted in based on the order.

*Delivery date* – this will default to todays date but can be changed if required.

*This delivery* – the quantities received will be defaulted from the outstanding order value, but the field allows for override in case of short-delivery.

Remove remainder – this default from the *System Control* > *Stores* setting, but can also allow override if needed. Leaving it unchecked will place the order on *Part Delivered* status, i.e. a back order. If this is a *Transfer* order type, the system will automatically generate a second picking list ready for printing, once the stock position has been resolved in the warehouse.

Comment - any additional notes in regards to the products received can be entered here.

Selecting the *Confirm Delivery* option will post the goods receipt which will then be available for viewing via the 'Deliveries' option on the order.

	<b>1</b>				Goods	Receipt Details -	dated 28/06	5/2020 from .	ianitorial - J	anitorial	
	General										
Clo		ve and new e	hments confir delive	m Expand C	Collapse all						
oods	Receipt	Confir	m delivery								
Delive	ry number new	Sup	oplier deliv. ref								
rom -	supplier Jan	itorial		0 📏	Delivery	notes					
-	internal stores										
Delive	red to WA	REHOUSE		0 🚺							
Delive	ry date 28/0	6/2020 🗸									
Drag	g a column header	here to group by tha	it column.								
Ŧ											Quantity
	Category	Group	Product	Supplier part no	o. Type	Order	Purchase t	Ordered	Unit	Delivered (total)	Unit cost
•	Bins	Bins	10 Litre Kitchen C	BIN007	To stores	16	Materials	1	Each		£5.700
	Brushes, Brooms	Cleaning Product	12 Inch Stiff Red	WLSTRE12L	To stores	16	Materials	5	Each		£1.150
	Mops & Accessor	i Cleaning Product	12 Twine Socket	CXS12JG	To stores	16	Materials	2	Each		£0.580

### **Confirm Pick**

For *Transfer* orders, the goods have to be '*picked*' from the warehouse and can be confirmed as such by using the *Picking* option on the order list or from within in the order:

General	Te	emplaCMS	- Contract Managemer	it System Te	mplaCMS De	mo			
Close Refresh Print Excel Expand Collapse	Auto refresh	Open	New View Pickin Rov	receipt	Print documents	Filter Un-fi	lter Apply	Change filter Filter	
Navigator 9 Stores Goods Receipta Stores Order Requests Stores Order Requests Stores Balance Multi Site Stores Orders Multi Site Goods Receipt	Alerts         Stores         Orders         Product           Stores         Orders         Type /         Image: Stores         Image:	Ordern ⊽ S	Picking Status	Supplier order		Site name	Or	dered Requ	ired Client order
	Type : Transfer (2 items)		SO06 - Awaiting delive SO17 - Pending distrib		XYZ987/ XYZ987/	Shop 1 Shop 1	17/06/		

Selecting the *Picking* option will open the *Picking Confirmation* screen which operates similarly to goods receipts in that quantities can be changed and remainders removed or left

<b>F</b>	Stores Order Picking Co	onfirmation - Shop 1 date	d 15/05/2020 required	15/05/2020 (from WARE	HOUSE)			×
General								
Close Confirm Expand Collapse pick all all Navigate	<ul> <li>Notes</li> <li>Attachments</li> <li>Process sheets</li> <li>Other</li> </ul>							
Order number         10           Order date         15/05/2020         V           Required date         15/05/2020         V	To site She	REHOUSE op 1 op 1		<ul> <li>0</li> <li>0</li> <li>0</li> <li>0</li> <li>0</li> <li>0</li> </ul>				
Drag a column header here to group by	r that column.	Ordered O/s	Quantity Picked Remainir	ng Unit	Remove remainder?	Comment		
🕨 🔤 Mops & Accessori Cleaning Prod	uct 12 Twine Socket	1 1	1	Each				
Stores Order PickConfirm Insufficient stock -	the maximum available to	pick is 0.				<ul> <li>SO17 - Pendir</li> </ul>	ıg distribu	ition

The user will be warned if there is insufficient stock for the item that they are trying to pick and they wont be able to *Confirm pick* before the insufficient stock levels are resolved.

When the *Confirm Pick* option is chosen for products where there are sufficient stock, the *Stores Order Documents* screen will be launched to generate the delivery note.

### **Confirm Delivery**

For *Transfer* orders, and potentially *Direct* orders where notification can be obtained from the customer, the goods have to be confirmed as received by the customer. This can be confirmed by going into the originally posted order where there will be an option to *Confirm Delivery*.

G	Genera	ral															
	Previor	ous Next	Process sheets	Vorkflow Docus	ments Un- pos	- Revise	Confin delive	m Del		urchase Sa nvoices invo Record		pment Ca	ancel E	ixpand all	Collap all	se	
tores Orde	er I	Dates			Confirm	m delivery	1										
		⊖Transfer ⊖To	stores   Direct				Awaiting	delivery		Billing sta	itus Un-i	nvoiced					
Order numb	ber	2	Client or	der ref	Bu	udgets Sp	pend Limi	ts									
Site		Shop 2		0	💋 Gro	oup		/ G	roup		Budge	et	Spend	Pe	ending		This
eliver to		Site 🗸 🤇	Contact (not set)		$\sim$												
Contract		XYZ987/02 - Sho	p 2		~												
)rder date		0.000.0000	Required	d date 24/03/202	0												
i dei date	•	24/03/2020	rioquiroc	24/03/202													
		Support Templa-															
Order date Ordered by Assign								J	٢								>
)rdered by		Support Templa-	CMS 3 Supplier	order ref		knowledgeme	ent conta		٢								>
Drdered by Assign		Support Templa-	CMS 3 Supplier	order ref		knowledgem	ent conta		<								>
Ordered by Assign Standard	y 1	Support Templa- N/A Special instructi	CMS Supplier	order ref		knowledgem	ent conta		<		_	_					>
Ordered by Assign Standard Drag a co	y ] ]	Support Templa- N/A Special instruction	CMS Supplier	order ref	etails Ack	-		ct									
Irdered by ssign Standard Drag a co	y J Dlumn	Support Templa- N/A Special instruction header here to g Template	CMS Supplier	order ref	Product	Suppl	lier	ct Q	ty Unit		Zero cost	_				> Zero pri	ce
rdered by ssign Standard Drag a co	y plumn / T	Support Templa- N/A Special instruction header here to g Template	CMS Supplier	order ref	Product	Suppl	lier	ct Q	ty Unit		Zero cost			· 🛛 🗉	~ 2		ce
rdered by ssign itandard )rag a co	y plumn / T I	Support Templa- N/A Special instruction n header here to g Template	CMS Supplier CMS Request no Category Mops & Accessori	order ref tes Repeat d Group Cleaning Product	Product	Suppl V 🛛 🖬 iky Janit	lier V Z torial	ct Q	ty Unit	£0.800		1 (20%)	~	V 🗹 🔳	anda 🗸	1 Not app	ce
rdered by ssign itandard )rag a co	y blumn / T I I I I I	Support Templa- N/A Special instruction n header here to g Template	CMS Supplier CMS Request no Category Mops & Accessori Mops & Accessori	order ref tes Repeat d Group Cleaning Product Cleaning Product	Product Product 2 Oz Kentuci 12 Twine Soci	Suppl V 🛛 🔳 iky Janit iket Janit	lier V 🗹 torial	ct Q	ty Unit Exact Exact Exact	£0.800 £0.580		1 (20%) 1 (20%)		V 🗹 🔳	~ 2	Not app	
rdered by ssign tandard Irag a co	y blumn 7 T 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Support Templa- N/A Special instruction Template	CMS Supplier CMS Request no Category Mops & Accessori Buckets	order ref Group Group Cleaning Product C	Product Produc	Suppl VIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	lier V Z torial torial	ct Q	ty Unit Each Each Each Each	£0.800 £0.580 £1.360		1 (20%) 1 (20%) 1 (20%)		Sta	anda anda	Not app Not app Not app	
rdered by ssign Standard Drag a co	y Dolumn ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	N/A Special instruction n header here to g Template XYZ consumables XYZ consumables XYZ materials XYZ Recharge	CMS Supplier CMS Supplier CMS Supplier CMS Request no Category Category Mops & Accessori Buckets Mops & Accessori	order ref Group Group Cleaning Product C	Product Produc	Suppl V 🖉 🔳 kty Janit ket Janit ket Janit sket Janit	lier vorial torial torial torial		ty Unit Each Each Each Each Each	£0.800 £0.580 £1.360 £9.060		1 (20%) 1 (20%) 1 (20%) 1 (20%) 1 (20%)		Sta	anda anda anda	Not app Not app Not app Not app	
Irdered by ssign Standard Drag a co	y blumn 7 T 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Support Templa- N/A Special instruction Template	CMS Supplier CMS Request no Category Mops & Accessori Buckets	order ref Group Group Cleaning Product C	Product Produc	Suppl Su	lier V torial torial torial torial		ty Unit Each Each Each Each	£0.800 £0.580 £1.360		1 (20%) 1 (20%) 1 (20%)		Sta	anda anda	Not app Not app Not app	

Document Ref: TEAM TemplaCMS - Stores.docx Version: © Copyright 2021 TEAM Software by WorkWave Clicking on *Confirm delivery* prompts the *Goods Receipts Details* screen to appear and operates similarly to goods receipts as shown below:

	<b>1 – (11 – 1</b>							Go	oods Keceipt Deta	ls - dated 20/07/202	U from JANITORI	AL - Janit	onal				
	General																
Clo	se Save Sav	new 📋 Proce	hments Confir ess sheets delive	m Expand	Collapse all												
	-	. 01	ner	Record													
	Receipt																
	ry number new		oplier deliv. ref														
	supplier Janit	torial		0 🔱	D	elivery notes											
	internal stores																
	red to Shop			0 🔱													
alive	ry date 20/07	7/2020 🗸															
Drag	a column header h	nere to group by tha	it column.														
											Quantity						
₽.	Category	Group	Product	Supplier part			Order Purchase t	Ordered Unit		Delivered (total)	Unit cost		This delivery			Remove remainder?	Comment
•		Cleaning Product		KMT12	Dir		2 Consuma	1 Each			£0.800	1	1	0	£0.800		
		Cleaning Product		CXS12JY	Dir		2 Consuma	1 Each			£0.580	1	1	0	£0.580		
	Buckets	Cleaning Product Cleaning Product	9L Round Bucket			ect	2 Materials	1 Each 3 Each			£1.360 £9.060	1	1	0	£1.360 £27.180		
	Other		80z White Single		Dir		2 Recharge 2 Recharge	3 Each 6 Each			£32,460	3	3	0	£27.180 £194.760		
	Buckets		9L Round Bucket		Dir		2 Recharge	6 Each			£1.360	6	6	0	£8.160		

When the Confirm Delivery option is taken, no further documents are generated.

Confirm Delivery is the stage where any ad-hoc purchases are automatically released to the billing module (see later section).

# **STORES ORDER REQUESTS**

ithin *TemplaCMS*, not all users may be authorised to create stores orders yet there may be a requirement to allow these users to request that a stores order be created. Typically, this would be where operations managers can raise the request and then centrally the full stores order process is then managed. *Stores order requests (SOR)* are a specific form type for this purpose where they have simplified data entry and where no budget control takes place. An approved *SOR* will then create a standard stores order which then follows the normal controls for approval and distribution.

### Workflow

A SOR can be initiated with no quantities entered, for example, where an initial form is sent to the operations manager's mobile device so that they can copy it and generate their own requests with quantities included. Workflow can therefore now be configured to handle both scenarios, without or with quantities.

A new workflow path must be created for *Stores order request completion*. A new check type has been added for 'Stores order request-quantities not entered', i.e. to handle the first scenario above. The new SOR completion workflow path would most likely be defined with two stages: completion and approval. By using the new check type above on the 'completion' stage, a SOR form that has been pre-completed by the creating user will pass this rule, and therefore NOT stop on the stage. Thus it would progress directly to approval, whilst a SOR form with no quantities entered would fail the rule, stopping on the stage and be routed to the relevant completion user.

Workflow Path Det	ails - Stores order request completion	
File Tools Help		
🕴 🥥 Close 🛃 Save	e 🛃 Save and new 💠 Previous 📫 Next	
🔒 💩 Substitute user		
General Stages	- Dates	
Code	SOB	•
Code	301	
Description	Stores order request completion	
Path type	Stores order request completion	<b>_</b>
Transaction type		1
End of path status		
Completed	Completed	
Rejected		ľ
	Rejected	
WorkflowPathDetail	6	© 2014 Templa Computer Systems Ltd

A stores order is created as a result of the SOR having completed workflow. As part of SOR processing, the generated stores order will be sent to workflow with no user intervention. As such it is necessary to define which workflow path should be used for SOR approval – this is defined on the stores tab of System Control.

Stores order requests		
Stores order workflow path	Stores order approval	<b>⊘</b> 🔁

# Creation

SORs are manually created from the SOR list (or via Mobile CMS). The user must specify site, contract and selected purchase types or contract stores templates. When created from a pre-filtered list, the site and possibly contract is pre-populated and cannot be changed. Furthermore, where the SOR is to fulfil a workbill the workbill number can be recorded.

If the contract contains multiple stores templates the user may optionally select either the purchase types (which may relate to several templates) or templates to be included. Where multiple templates may be used to build the product list the user must first select the site and contract followed by one or many templates that are appropriate to the contract.

Once purchase types or stores templates have been selected, the user may begin either to enter the required quantities immediately thus forcing on-line generation of the form items (i.e. products) or leave the quantities empty, either way then choosing to post. Posting of the form will send the form into workflow on the SOR completion workflow path. This should

therefore result in the SOR form being assigned to a relevant user to enter the required quantities, based on the workflow path setup.

Stores Order Req	guest Detail - (new)
File Tools Help	
🕴 💋 Close 🛃 Sa	ave 💢 Notes 👂 Attachments 📋 Process sheets
🕴 📲 Expand all 🖷	🛛 Collapse all 🔞 Post
Criteria Products	Dates
Request number	new
Site	Tower House
Contract	AAMA/01 - Tower House
Purchase types	Materials; 🔊 🚳 🕄
Stores templates	

The following optional details can be added to the SOR and if entered these will be transferred to the SO when generated.

Acknowledgement contact	Keil Jim	Ø 🖯 🖉
Delivery user	Jones, Julie - CM02	<i>∞</i> 🕄
	Workbill 0	

Whilst the workbill number will be validated to ensure that it does not relate to another site it will also be possible to enter a completely unknown workbill number, as not all workbills will exist on the mobile device. The workbill number will be validated when the SOR is returned to the server and if invalid will be appended to the 'special instructions' of the SO for later interpretation by a user.

## Completion

When an SOR form is in workflow, only the assigned user is allowed to enter details. The items are displayed in a grid as below. If any additional products are required, these can be added as text rows at the foot of the grid. Once at least one quantity has been entered the SOR can be sent on.

File	Tools Help								
	Close 📮 Save	e 🖕 Previous 📫	Next 🗘 Notes 👂 Attachments 🎽 Proces	s sheets 🙆 I	Re-assign ar	proval i	🗅 Reject 対	Send on 🔲	Workflow
-	_				ve assign ap	provar .	a neject 🛥		
-8	Expand all 🛛 📟	Collapse all 🍓 Pi	rint/email request						
Crite	ria Products	Dates							
Dee	a a column hoa	der here to group by	that askuma						
Dia	ig a column nea	der here to group by	unat column.	_					
Prod	luct group	Product category	Product	Unit size	Purcha	se type	Last cost	Quantity	Total cost
2									
J	lanitorial - Janit	Mops - Mops	TMPEQUIP168 - KENTUCKY BLUE ALLOY HAN	Item	Materia	ls	3.670	0	0.000
J	Janitorial - Janit	Floor Pads - Floor	TMPEQUIP101 - 2ND LINE FLOOR PADS 17 INC	Item	Materia	ls	11.560	0	0.000
N	Materials - Clea	Carpet Cleaners	TMPMATER18 - ULTRAPAC RENOVATE 5 Ltr	Container	Materia	ls	13.220	0	0.000
J	lanitorial - Janit	Brooms - Brooms	TMPEQUIP13 - 4FT WOODEN MOP HANDLE x1	Item	Materia	ls	0.720	0	0.000
J	lanitorial - Janit	Dustpans - Dustpa	TMPEQUIP64 - DUSTPAN *BLUE & SOFT* BRU	Item	Materia	ls	1.000	1	1.000
J	lanitorial - Janit	Buckets - Buckets	TMPEQUIP27 - MOP BUCKET BLUE 9LITRE PLA.	Item	Materia	ls	4.040	0	0.000
J	lanitorial - Janit	Buckets - Buckets	TMPEQUIP29 - STANDARD ABBEY RED 10LITR	Item	Materia	ls	1.410	50	70.500
N	Materials - Clea	Gum Remover - G	TMPMATER85 - SELDEN SELFREEZ CHEW GU	Container	Materia	ls	71.860	3	215.580
			Overalls	ltem	Materia	ls	0.000	1	0.000
*									
									287.080
Re	move					Purch	ase type		Total co
						▶ Mate	rials		287.0
						-			207.0
									287.0
						1			287.0

Once completed, the SOR is sent back to the server for the creation of the Stores Order which then passes through workflow approval, i.e. budget checking etc. The process is as follows:

- If any non-zero product quantities exist, a stores order will be created for the requested products only.
- If any additional products have been entered, these will be formatted as multi-line text and placed in the existing stores order 'request notes' box.
- The stores order will be sent to workflow on the nominated stores order approval workflow path for requests.
- The SOR form will be updated with the SO number that was created.

Stores Ord	ler Details - Tow	er House da	ated 26/02/20	4 required 26/02/	2014														0 ×
File Tools					_	-													
		Save and new	e 🤙 Previou	s 📫 Next 🔼	Notes	P Attach	ments 🗎	Process	she	ats									
-	Abandon approval 🙃 Re-assign approval 🙃 Reiect 🧠 Send on 🔍 Workflow 🛸 Excend all 🛎 Collapse all 选 Credit control - OVERDUE CREDIT EXCEEDED																		
		r Nerassign a	approvar 🍓	Reject 🛥 Send	011	WORKHOW	- Expans	u all 🖷		onapse an	Credit	control - C	WENDOE CREDIT	EACEEDED					
Stores Order																			
Order number	Transfer Transfer Transfer	lo stores (@)		rof.		Consist		10											
Site	Irder number     8572     Client order ref     Special instructions       Request notes     Special instructions     Request notes       Inter House     Special instructions     Inter House																		
Deliver to		Contact (no	et a at)		-														
Contract	AAMA/01 - Town		, , , , , , , , , , , , , , , , , , , ,		- 0														
Order date		-	Required da			Budgets	Spend Lin	nits											
Ordered by	Templa-CMS m		Workbill		0 🕄	Group		/	Gro			Budget	Spend	Pending		This	Total	Available	
Billing status	Not applicable	0310 4- 🗸	Supplier orde			Mat	erials			Materials		2,911.69	0.00	0.00		287.08	287.08	2,624.61	
Repeat deta			o opprior or do							Materials		8,801.52	0.00	0.00		287.08	287.08	8,514.44	-
Repeat		0		<b>_</b>						Materials		34,868.16	7,952.96	727.96		287.08	8,968.00	25,900.16	Rolling
	End after		(not set)	<b>*</b>					₹										
						,									_				
	lumn header hei	re to group b	y that column							_									
2	Template	Categ		Group	Product		Supplier			Unit			Vat code		roup l	Unit price		Cost	Price
•			tpans	Janitorial Items		AN "BLUE	THAMESJ	•		Item	£1.000		Standard Rate	-	<b>T</b>	£0.000		£1.00	£0.00
		Buck		Janitorial Items		ARD ABB	THAMESJ	-	50	Item	£1.410		Standard Rate	-	×	£0.000		£70.50	£0.00
		Gum	n Remover	Cleaning Chemic	SELDE	N SELFR	THAMESJ	-	3	Case of 1	£71.860		Standard Rate	-	Ŧ	£0.000	Case of 1	£215.58	£0.00
																		£287.08	£0.00
						1	11												+
Build from co	ontract Add fro	om templates	Add pro	lucts	Remove	selected pr	oducts R	emove 2	ERC	products	]								
Stores OrderDe	stail								_					© 2014 Ter	npla Col	mputer Sys	stems Ltd S	O02 - Pending a	approval

- Once approved and posted the SO will be at a status of 'await pick', and the SOR status will be updated on the mobile. A SO confirmation document can be automatically e-mailed to a nominated contact, detailing key products, i.e. rechargeables.
- Once the above has been confirmed the SO will be at a status of 'awaiting delivery' and the site manager can then arrange for delivery to site.
- Only one delivery is permissible at a time for the same SO, so on a delivery to site the deliverer will confirm the delivered quantities on the mobile and capture the client signature in acknowledgement of any rechargeable items delivered.
- Once confirmed as delivered, the confirmation is sent back to the server for creation and automatic posting of the GRN, thus making the rechargeable items eligible for invoicing. The signed delivery note may be optionally e-mailed back to the acknowledgement contact.

**NB**: it is the stores order's <u>delivery date</u> (where delivery notes maybe auto-built from the purchase invoice) that is used to determine whether to include any rechargeable products within the sales invoice batch.

# **SO Confirm Picking – Windows**

Where System Control is checked for 'delivery signature required', when the confirm pick screen is presented the user is now required to select 'delivery user':

Order number 1244 From stores Templa Computer Systems WAREHOUSE											
Order date 26/01/2015 To site Herons											
Required date 26/01/2015  Contract nerons											
Delivery user Jones, Julie - CM02											
Drag a column header here to group by that column.											
_	a column header h	ere to group by tha	t column.			0	ntity				
Drag	a column header h Category	ere to group by tha Group	t column. Product	Ordered	O/s	Qua Picked	ntity Remaining Unit	Rer			
_				Ordered 4	0/s 4	-	-	Re			

The user will only be allowed to be selected from a list of users who are defined as 'associated users' within the TemplaCMS Device Registration option. Where there is only one user available this will be defaulted, otherwise only eligible users will be available for selection. The BA restricted analysis will not be applied here, as managers may deliver to sites that they would not normally be authorized to.

By confirming pick, the SO will be set to a status of 'awaiting delivery', although a subsequent picking confirmation could still take place. If the first 'confirm pick' was assigned to a delivery user then no further confirm picks can take place until the first has been through 'confirm delivery'.

If the current outstanding 'confirm delivery' has been sent to a mobile device mistakenly, an option for 'reassign delivery' has been provided which will remove it from this mobile device and send it to the required mobile device, without the need for un-posting the picking confirmation.

# **SO Confirm Delivery – Mobile Device**

As discussed above and detailed below, the actual ordered products and quantities of the SO are returned to the linked SOR on the mobile device, thus the user can now see quantities as below:

Unit	Purchase type	Cost	Requested	Ordered	Picked	Delivered		Delivery	Total
Box of 12 Each	Materials	4.00	4	4	4	0	1	8	16.00

Furthermore, rechargeable items now highlighted in red for easy recognition.

For a transfer order at a status of 'awaiting delivery', the user may enter the delivery quantities, and progress to the 'confirm delivery' tab, where a signature can be captured:

General Products Confirm Delivery	
Signature Please	
×_	102
Date completed	26/01/2015
Confirmed?	· · · · · · · · · · · · · · · · · · ·
Notes	

If there are any products for purchase types flagged for 'client confirmation required', the signature is mandatory. On acceptance the details are returned to the server when next synchronized.

# **Delivery confirmation (from the Mobile Device)**

On receipt of delivery confirmation details from a mobile, a GRN is created and posted. The signature, date/time details and notes are stored on the 'delivery note' document.

**Note**: any part deliveries confirmed from the mobile device are applied normally, i.e. setting the SO to a status of 'completed' or 'part delivered'. Subsequent pick confirmations can be processed providing the status is the latter.

Where the SO has a nominated acknowledgement contact, the delivery note is automatically emailed.

Delivery notes will print the captured signature, date/time details and notes, where they exist.

# Print / Email

A PDF version of the SOR form can be generated for print or email at any point on a posted SOR form. Thus the request could be completed on paper and then entered to TemplaCMS at a later stage.

'SO confirmation' documents can also be printed or emailed and may require a signature from the client on the mobile device but only certain purchase types for example 'recharges' should appear on the document. In order to achieve this the purchase type can be flagged as 'Client confirmation required':

Purchase type detai	l - Recharge		
File Tools Help			
📁 💭 Close 🛃 Save	🛃 Save and new 🗢 Previou	s 🗣 Next	
General Dates			
Code	RECHARGE		
Description	Recharge		
Nature	Recharge 🚽		
	Client confirmation required?		
PurchaseTypeDetail		© 2015 Templa (	Computer Systems Ltd

### **Stores Order Forms**

The existing facility available on the contract screen for stores order forms has been renamed 'Manual stores order forms' to differentiate these from SORs.

### **Mobile Budgets**

Stores Order Requests (SOR) on TemplaCMS mobile allow materials budget comparisons to be seen. Along with this, controls can be out in place that could prevent a user from sending a SOR to TemplaCMS server where budgets would be exceeded.

#### SYSTEM CONTROL – STORES

To implement budgets on mobile SOR, the budget control frequencies is relevant for this process need to be identified. This can be done from the 'Stores' option on the 'System Control' menu:

Budgetary c	ontrol frequencies			
			Budget year end date 30/06/2013 💌	Mobile device and
Count	Basis		Description	stores order form
1	Weekly 🔽	Rolling period 💌	Rolling week	
1	Monthly	Rolling period 💌	Rolling month	
3	Monthly 💌	Fixed period	Fixed quarter	
3	Monthly 💌	Rolling period 💌	Rolling quarter	
1	Yearly 💌	Fixed period	Fixed year	

Only one frequency may be selected.

#### **DEVICE REGISTRATION**

On each device registration, the user can nominate whether the budget comparisons should be made visible, and whether to allow the budgets to be exceeded

Stores Order Request Budget Comparison						
Show Stores Order Request budget comparison?						
Allow Stores Order Request budgets to be exceeded?						

#### **BUDGET COMPARISON CALCULATIONS**

A nightly batch process will calculate the budget comparisons for every contract based on the current and next budget periods for the budget groups flagged as 'materials'. The results of the calculations, including the date range to which they relate, are sent to each relevant mobile device flagged to 'Show Stores Order Request budget positions?'

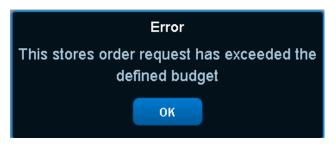
#### **MOBILE SOR**

During entry of the SOR on a mobile device, the total cost is shown for each purchase type used. For a 'Materials' purchase type on a device flagged to show SOR budgets, additional information will be shown as below:

Expand	Miscellaneous										
Expand	Рар	er Products									
Expand	l	Jniforms.									
Purchase type Materials	Total cost 51.00	Budget 0.00	Spend Pending 0.00	Variance -32.54							

All details shown are based on the period relevant to the selected 'required date' of the SOR. The 'Spend' column reflects the value of posted stores orders for the period, whilst 'Pending' is the value of un-posted.

Based on the device registration settings, the user may be prevented from completing the SOR (and therefore sending it to the server) if the budget has been exceeded:



# **PURCHASE REGISTER**

The 'Transaction Register  $\rightarrow$  Purchase Register' option enables supplier invoices to be logged and then sent out for approval using workflow. Invoices related to deliveries against 'Direct' or 'To Stores' orders can have the data entry minimised by matching to orders or goods receipts.

After entering basic invoice information from the supplier's document – such as supplier code, document reference and tax point – one of the match options can be chosen:

				Pur	chase l	nvoice Details - I	nvoice			- 🗆 🗙
EFile Tools He	lp									
🕴 💋 Close 🔒	Save 🛃 Save and	inew 🔼	Notes 💡 A	ttachments 🧯	Proce	ss sheets				
🗧 🗪 Request ap	proval									
Invoice										
Purchase Invoice										
Batch	(not batched)		_		Ø					
Log number	new		Туре	Invoice	~					
Supplier	THAMESMEAD BUS	SINESS SEF	RVICES LIMITED	) 🔊 🤅						
Supplier ref	55896									
Tax point	02/09/2013 🗸	Terms	Due date	(not set)	~	Check totals				
Description							Net	VAT	Gross	
Net total		E0.00				Invoice Cumulative	£0.00	£0.00	£0.00	
VAT total		E0.00				Variance	£0.00 £0.00	£0.00	£0.00	
Gross total		£0.00		Disputed?		Valiance	£0.00	£0.00	£0.00	
				· ·						
Drag a column	header here to grou	p by that c	olumn							
🖅 Quantit					Ne	t VAT				Gross
	y Net unit cost Tex	u			INC.					01055
Add	Remove Deta	ails		Match store	s order	Match goods rece	eipt Matcl	h workbill M	atch self billing invoic	Build from posted
PurchaseInvoiceD	etail								© 2013 Temp	la Computer Systems Ltd:

'Direct' orders are unlikely to have a receipt entered, as most customers do not inform the company that they have received deliveries, so in these cases, use the 'Match stores order' option, with the resulting screen best grouped by order number:

		St	tores order	matching		- 🗆 🗙
File Tools Help						
🗧 📁 Close 📓 Se	elect 📲 Expan	d all 🛛 📟	Collapse all			
Matching criteria						
Supplier	THAMESMEAD	BUSINES	SS SERVICES I	IMITED	0	
Transfer from site						
Deliver to site					Ø	
Order number		0				
Delivered	○No ○Yes (	Ignore		Fin	d	
Invoiced	●No ○Yes (	lgnore				
Order no. 4						
Proder Ind.	Category	Group	Product	Supplier part no.	Order date	Required
+ 364	category	Group	Trouber	Supplier part no.	order date	
<ul> <li></li></ul>						
_						
<ul> <li>★ 439</li> <li>★ 548</li> </ul>						~
± 439					Templa Comput	v

To Stores' orders must have had a receipt entered; otherwise, stock balances in the warehouse will not be maintained. So, in these cases, use the 'Match goods receipt' option, with the resulting screen best grouped by delivery reference.

III	Goods receipt matching – 🗖 🔍	
File Tools Help		
🕴 💋 Close 📓 Sel	ect 📲 Expand all 🔎 Collapse all	
Matching criteria		
Supplier	THAMESMEAD BUSINESS SERVICES LIMITED	
Transfer from site		
Deliver to site		
Order number	0	
Receipt number	0	
Invoiced	No OYes Olgnore     Find	
Order no. /		
P Order details	Receipt no. Category Group Product Supplier part no. Order date Del	~
+ 185		
<b>⊕</b> 204		
<b>±</b> 249		
<b>⊕</b> 293		
		~
<b>[</b> <	>	
GoodsReceiptMatchin	ng © 2013 Templa Computer Systems Lta	:

With the above options, the system will list all outstanding order/goods receipt lines, grouped as necessary, and the supplier should inform you on their document of the order/delivery ref being invoiced, so simple selection will retrieve all lines to the invoice.

Multiple matching can take place on one invoice if necessary. The invoice lines will have had the full match details automatically populated by the system, defaulting the outstanding ordered/received quantity as the invoiced quantity. All fields can be changed if required.

Where invoices have been matched to the order rather than the goods receipt, and where no goods receipt exists (e.g. for 'Direct' orders), when the invoice is posted across to the ledgers, the system will automatically generate a confirm delivery (receipt) record, i.e. it will be assumed that the goods have now been delivered.

# BILLING

Based on the details entered on the Billing tab in contract configuration, any ad-hoc purchases will be included in the next appropriate billing run, provided orders and products have been confirmed as delivered.

H	Invo	ice Details - Invoice for TRL		MARRI	E ARCH TOM		UST dated 3	81/12/2013	)	_ 0	×
File Tools I			STEES OF	WIANDL			UST dated a	51/12/2012	-	_	
	Previous 🥪 Next	t 🗘 Notes 📋 Process sheets	Pro-for	mas							
Invoice											
Invoice header Batch						KFMA 55					
		echarge for Accounts ending 31/12/20		Invoice		KFMA 55					
Client		BLE ARCH TOWER UNIT TRUST	0	31/12/2		W1H 01K					
Address to site	KFMA 55		0		tial period						
Par Site		Text		Qty	Price	Net	VAT	Gross	VAT code	Task type	
KFM	A 55	Ref:4749/1, Del Date:30/11/2012 - Live 15ft Red & Gold Decor Christmas Tre		1.00	£950.62	£950.62	£190.12	£1,140.74	Standard Rat		
KFM	A 55	Ref:4749/1, Del Date:30/11/2012 - Christmas Tree Parcels		1.00	£74.25	£74.25	£14.85	£89.10	Standard Rat	Re-chargea	
						£1,024.87	£204.97	£1,229.84			
<						L 1,024.07	L204.37	£1,223.04		>	₽
Add	Remove Det	ails									
	Dea							0.00	AT 1.0		
InvoiceDetail								@201	3 Templa Com	outer Systems	LIO

# **STOCK CONTROL**

### **Stock Balance**

The 'Stores → Stock Balance' option gives an overview of the products and their stock levels on the system for any internal stores location, as well as providing a facility for simple stock balance adjustments.

A change linter A select linter											
lavigator	Alerts	s Prope	ty Types List Sto	res Orders	Product	List	Goods Receipts	Purchase Invoice Bate	hes Invoic	e Batches Stock Ba	alance List
Stores	Stoc	:k Balan	ce List								
<ul> <li>Stores Orders</li> <li>Goods Receipts</li> </ul>	Drag	a colum	n header here to gr	oup by that	column.						
Stock Balance	🛃 Si	Site	Product	Category	Group	Unit	Physical stock	Stocked as	Free stock	On supplier order	Projected free
	►	RCCP	RCSCON39 - FIN	Dishwash	Re-cha	Bag	0	Bag	0	0	
		RCCP	RCSEQU150 - D	Miscellan	Janitori	Item	0	Item	0	0	
		RCCP	RCSEQU79 - PR	Floor Pad	Janitori	Item	1	Item	1	0	
		RCCP	RCSWOR134 - I	Shirt	Unifor	Item	3	Item	3	0	
		RCCP	RCSEQU173 - K	Flat Mops	Equip	Item	0	Item	0	0	
		RCCP	RCSEQU56 - TA	Cloths	Janitori	Pack	k 0	Pack	0	0	
		RCCP	RCSMAT169 - BI	INNU Pro	Cleani	Item	138	Item	75	0	
Contract Admin		RCCP	RCSMAT119 - K	INNU Pro	Cleani	Item	4	Item	4	0	
Payroll		RCCP	RCSWOR4 - We	Jacket	Unifor	Item	5	Item	5	3	
Workbills		RCCP	RCSWOR156 - I	Shirt	Unifor	Item	0	Item	0	0	
Billing		RCCP	RCSCON278 - S	Miscellan	Re-cha	Bag	20	Bag	20	0	
Transaction Register						-		-		-	
Stores		RCCP	RCSEQU281 - K	Gloves	Janitori	Pair	10	Pair	10	0	
Reports		RCCP	RCSWOR59 - W	Jacket	Unifor	Item	3	ltem	3	0	

Double click on a stock line to launch the 'Stock Balance Detail' screen:

	Stock Bal	ance Detail		×
File Tools	lelp			
🕴 💋 Close 🔓	Save 🛃 Save an	id new 💠 Pre	vious 📫 Next	
🤌 Transactio	ons			
Stock Balance				
Site	RCCP REGULAR		0	٨
Product	KEX FLAT MOP 60C	M METAL FRAME	& HANDL (	2
Stocked as	Item			
Current		New		
Physical	0	Physical		0
On transfer	0	On transfer		0
Pending	0	Pending		0
Free	0	Free		0
Last cost	£12.480	Last cost	£12.48	0
Valuation	£0.000	Valuation	£0.00	0
On order	0	On order		0
Projected free	0	Projected free		0
		On suppl	ier order details	
Note, the 'last stock' takes pl	cost' can only be upda ace.	ted where a chan	ge in 'physical	
StockBalanceDe	tail	@ 2013 Templa	Computer Systems	Ltd .

From this screen, the physical stock balance and last cost can be adjusted. Where stock balances are changed, a stock movement record will be generated.

The 'Transactions' option will show all the movements affecting the stock levels for the product.

The stock transaction list can be shown by clicking on the 'Transactions' button within the Stock Balance Detail window:

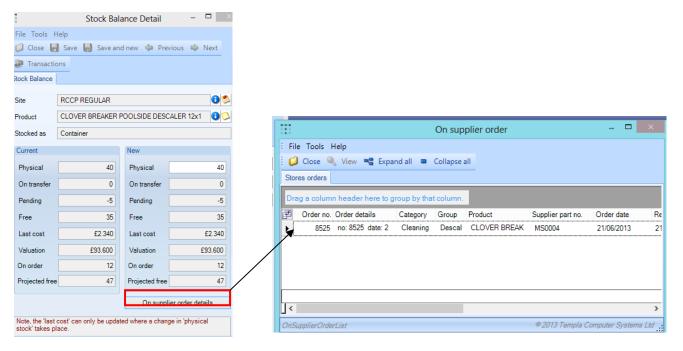
Transactions

					Stock T	ransactio	n List			-		
File	e Tools Help											
ø	Close 쮢 Rei	fresh 🍓 Print	: 🌭 Excel 🦷	📽 Expand al	I 😐 Collap	se all						
Drag	g a column hea	der here to gro	up by that colu	mn.								
≛ S	it Site	Product	Units		Quantity	Unit cost	Source type	Source docum	Dated			
2												
•	RCCP REGU	KEX FLAT M	ltem		8	£12.480	Adjustment		02/02/2012 18:48:35			
	RCCP REGU	KEX FLAT M	ltem		-1	£0.000	Pending tran	TFR 2248	31/05/2012 15:10:34			
	RCCP REGU	KEX FLAT M	Item		-1	£12.480	Adjustment		07/06/2012 13:06:20			
	RCCP REGU	KEX FLAT M	Item		-1	£0.000	On transfer	TFR 2248	18/06/2012 10:47:10			
	RCCP REGU	KEX FLAT M	Item		1	£0.000	Pending tran	TFR 2248	18/06/2012 10:47:10			
	RCCP REGU	KEX FLAT M	Item		-1	£12.480	Delivery out	GRN 2717	18/06/2012 10:47:20			
	RCCP REGU	KEX FLAT M	Item		1	£0.000	On transfer	TFR 2248	18/06/2012 10:47:20			
	RCCP REGU	KEX FLAT M	Item		-1	£0.000	Pending tran	TFR 3958	19/09/2012 15:09:52			
	RCCP REGU	KEX FLAT M	Item		1	£0.000	Pending tran	TFR 3958	20/09/2012 11:19:22			
	RCCP REGU	KEX FLAT M	Item		-1	£0.000	Pending tran	TFR 3958	20/09/2012 11:19:22			
	RCCP REGU	KEX FLAT M	Item		1	£12.480	Receipt	GRN 4894	24/09/2012 08:11:28			
	RCCP REGU	KEX FLAT M	Item		1	£0.000	Pending tran	TFR 3958	25/09/2012 14:23:47			
	RCCP REGU	KEX FLAT M	Item		-1	£0.000	On transfer	TFR 3958	25/09/2012 14:23:47			
	RCCP REGU	ΚΕΧ ΕΙ ΔΤ Μ	Item		1	£0 000	On transfer	TER 3958	25/09/2012 1//-23-57			-
tock	TransactionList	43 rows							© 2013 Templa Com	nuter S	vstems L	tr

## **On Supplier Order Drilldown**

The stock balance detail screen also has an option to view 'On supplier order' details.

This provides access to the list of orders which make up the 'on order' supplier quantity, with drilldown access to individual stores order/line enquiry:



### **Stock Valuation**

The 'Reports → Stock Valuation' option will give an overview of the products, their stock levels, and valuation on the system for any internal stores location. Valuation has two options:

- **FIFO (first in first out)** where each goods receipt or adjustment batch has its unit cost applied to the unallocated quantity of each batch.
- **Last Cost** where each goods receipt or adjustment batch has the only, or preferred, supplier's current unit cost applied to the unallocated quantity of each batch.

Stock movement date range and product filtering can be applied to subset the detailed transactions and products being listed:



Click on the Details tab to display the product list screen showing stock balance and valuation. Click on any product to drill down to the summary stock movements:

Sel	Print S Excel ections Details ag a column head Group Re-chargeable w Janitorial Items Janitorial Items Uniforms	Expand all er here to group by Category Dishwasher Items Miscellaneous-E Floor Pads	r that column. Product code	FIFO Stock 1 Product description FINISH SALT 8x2K DUST SHEETS , C	Valuation for F Stocked as Bag	ICCP RE	Free stock	en 01/09/2013 and Physical stock	02/09/2013. R Valuation
Se Dr ★ ★ ★ ★ ★	Print S Excel ections Details ag a column head Group Re-chargeable w Janitorial Items Janitorial Items Uniforms	Expand all er here to group by Category Dishwasher Items Miscellaneous-E Floor Pads	that column. Product code RCSCON39 RCSEQU150	Product description FINISH SALT 8x2K	Stocked as	CCP RE	Free stock		
Se Dr ± ± ±	ections Details ag a column head Group Re-chargeable w Janitorial Items Janitorial Items Uniforms	er here to group by Category Dishwasher Items Miscellaneous-E Floor Pads	that column. Product code RCSCON39 RCSEQU150	Product description FINISH SALT 8x2K	Stocked as	CCP RE	Free stock		
<ul> <li>Dr</li> <li>+</li> <li>+</li> <li>+</li> <li>+</li> <li>+</li> </ul>	ag a column headd Group Re-chargeable w Janitorial Items Janitorial Items Uniforms	Category Dishwasher Items Miscellaneous-E Floor Pads	Product code RCSCON39 RCSEQU150	Product description FINISH SALT 8x2K	Stocked as	ICCP REI	Free stock		
<ul> <li>Dr</li> <li>+</li> <li>+</li> <li>+</li> <li>+</li> <li>+</li> </ul>	ag a column headd Group Re-chargeable w Janitorial Items Janitorial Items Uniforms	Category Dishwasher Items Miscellaneous-E Floor Pads	Product code RCSCON39 RCSEQU150	Product description FINISH SALT 8x2K	Stocked as	ICCP RE	Free stock		
+ + +	Group Re-chargeable w Janitorial Items Janitorial Items Uniforms	Category Dishwasher Items Miscellaneous-E Floor Pads	Product code RCSCON39 RCSEQU150	FINISH SALT 8x2K				Physical stock	Valuation
+ + +	Group Re-chargeable w Janitorial Items Janitorial Items Uniforms	Category Dishwasher Items Miscellaneous-E Floor Pads	Product code RCSCON39 RCSEQU150	FINISH SALT 8x2K				Physical stock	Valuation
+ + +	Re-chargeable w Janitorial Items Janitorial Items Uniforms	Dishwasher Items Miscellaneous-E Floor Pads	RCSCON39 RCSEQU150	FINISH SALT 8x2K				Physical stock	Valuation
+ + +	Janitorial Items Janitorial Items Uniforms	Miscellaneous-E Floor Pads	RCSEQU150		Bag				
÷ ÷	Janitorial Items Uniforms	Floor Pads		DUST SHEETS, C			0	0	£0.00
÷	Uniforms		RCSEQU79		Item		0	0	£0.00
÷		01.1.1		PREMIUM FLOOR	ltem		1	1	£3.62
	-	Shirt	RCSWOR134	IMAGE WEAR LAD	Item		3	3	£23.85
_	Equipment	Flat Mops	RCSEQU173	KEX FLAT MOP 60	Item		0	0	£0.00
±	Janitorial Items	Cloths	RCSEQU56	TASKI: REUSABLE	Pack		0	0	£0.00
	Cleaning Chemic	INNU Products	RCSMAT169	BIO SCRUB - 11tr R	Item		75	138	£190.44
				Quantity				Costs	
	Туре	Document	Date	<ul> <li>Original</li> </ul>	Allocated	Issued	Outstanding	Per unit	Valuation
	Opening bal		01/09/2013	00:00:00 78			78		£190.44
	Pending transfe	er TFR 8551	02/09/2013	12:53:34 -3			-3		
	Closing bal		02/09/2013	23:59:59 75			75		£190.44
	Group	Category	Product code	Product description	Stocked as		Free stock	Physical stock	Valuation
÷	Cleaning Chemic	INNU Products	RCSMAT119	KARPET KARE - 5	Item		4	4	£159.60
÷	Uniforms	Jacket	RCSWOR4	Wearmaster Classi	Item		5	5	£49.75
÷	Uniforms	Shirt	RCSWOR156	IMAGE WEAR BLO	Item		0	0	£0.00
÷	Re-chargeable w	Miscellaneous-C	RCSCON278	SALT ROCK BAGS	Bag		20	20	£137.40
÷	Janitorial Items	Gloves	RCSEQU281	Knitted Latex Palm	Pair		10	10	£6.00
÷	Uniforms	Jacket	RCSWOR59	Wearmaster Classi	Item		3	3	£29.85
÷	Uniforms	Foot Wear	RCSWOR92	WEARMASTER SA	Pair		1	1	£30.36
									£23,732.44

# **STORES ORDER SUPPORT FOR EQUIPMENT**

The stores ordering process can be used to order equipment items and can allow the automatic creation of the equipment item, its assignment to site and the capture information from the purchase invoice.

## Product

The following two options can be defined on a product:

- Create equipment item?
- Equipment category

Entry of an equipment category is only possible, and is required, where the 'create equipment item' flag has been ticked. Furthermore, a product so ticked will implicitly be marked as 'non-stock', and have all unit factors (purchased, sold, stocked) set to 1.

Products - 25 Mtr	EXTENSION REEL WITH RCD
File Tools Help	
🗄 💋 Close 🛃 Sav	e 🛃 Save and new 💠 Previous 📫 Next 💭 Notes 👂 Attachments
🧯 🧊 Transactions 🔻	
General Price grou	ps Suppliers Audit Dates
Code	TMPEQUIP407
Description	25 Mtr EXTENSION REEL WITH RCD
Product category	Equipment Miscellaneous 🗞 🕄
VAT	(Select for override)
	COSHH Monitored product
	V Non stock Ad hoc
Activity status	Active
	✓ Create equipment item?
Equipment category	V Vacuum Equipment 🚳 🕄
Units	
Purchased as	Item 🔊 i of 1 Item
Sold as	Item 🔊 i of 1 Item
Stocked as	Item 🔊 i of 1 Item
ProductDetail	© 2014 Templa Computer Systems Ltd

# **Stores ordering process**

Goods receipts can be entered manually for a stores order or be automatically created as a result of a purchase invoice matching a stores order item. Regardless of the method of creation, the action of posting a GRN will take the product settings into account.

On receipt of a product flagged to 'create equipment item', an equipment item will be created for each unit received, as follows:

- Code generated based on the product code, and an ascending unique number. Thus where multiple items are created from a single receipt line, they are consecutively numbered.
- Description taken from the product description, or the ad-hoc text from the stores order line (if an ad-hoc product)
- Equipment category taken from the product definition
- Purchase date the GRN delivery date
- Purchase value the unit cost from the GRN line (which will have been derived from the purchase invoice if the GRN was auto-created)

Each created equipment item will be automatically assigned to the site, effective from the delivery date.

Where a purchase invoice is matched to an existing goods receipt line, the post of the purchase invoice updates the equipment item with the correct purchase value.

### **Stores order un-posting**

To un-post a stores order, the GRNs, purchase and sales invoices must be un-posted first, and in sequence, due to the references between them (see 'Stores Order Reversal process'). As equipment items also reference GRNs, these cannot be unposted until the equipment items have been manually deleted first. Un-posting of a purchase invoice does not affect equipment items.

## **Equipment items**

A reference to the GRN that created an equipment item will be held on each item in addition to the supplier, stores order number and purchase invoice number (if one exists). These details are also visible on the list.

Equipment/Service	e Detail - Extension cable		-		
File Tools Help					
🛛 💭 Close 🛃 Sav	e 🛃 Save and new 🤤	Previous 📫 Next 💭 No	tes 👂 Attachment	ts 📋 Process she	ets
🧯 🧊 Transactions 🝷					
General Sites F	, Properties Dates				
Code	TMPEQUIP407/1				
Description	Extension cable				
Equipment category	Vacuum Equipment				<b>B</b>
	Missing?				
	PAT testing		Equipment details		
	Last PAT date		Purchase date	26/02/2014 💌	
	Next PAT date		Purchase value	£32.65	
	Frequency		Asset number		
	Purchase details				
	Purchase invocie number	10213 Invoice for DURYT	dated 26/02/2014 due	28/03/2014	8
	GRN number	11465 dated 26/02/2014 fro	om DURYT - DURYT		0
	Stores order number	8573 Tower House dated 2	6/02/2014 required 26	/02/2014	0
	Supplier	DURYT			0
EquipmentItemDetail				© 2014 Templa Com	puter Systems Ltd

# **STORES ORDER REVERSAL PROCESSES**

The Templa-CMS stores ordering system allows the roll-back of stores orders through their possible stages:

- Posting
- Picking (transfers only)
- Goods receipt/delivery
- Purchase invoice matching
- Sales invoice re-charge

With the exception of the purchase and sales invoices, a roll-back of stores orders will require these stages to be un-done in reverse sequence.

## **Revising a Stores Order**

The 'Revise' function within Stores Orders allows the user to edit Orders that have already been posted:

Ξ			Stores Order De	tails - RJ	CO 4TH	101 date	ed 26/0	)4/2013 requ	ired 29/0	4/2013		- 🗆 🗙
File Tools	Help											
📁 Close 🤞	🗢 Previous 📫 N	ext 😒 Notes 💡	Attachments 🗎	Process s	heets							
Workflor	w 🔞 Un-post 📮	Revise 💽 Docu	ıments 鍕 Confirm	n delivery	🐠 Del	iveries 🗋	Purch	ase invoices 🤞	Cancel	📲 Expand	all 📮 Collapse all	
Stores Order	Dates											
	Transfer To sto	ores 🖲 Direct										
Order number	7648	Client ord	ler ref RJCO		Special	instructions	Requ	est notes				
Site	RJCO 4TH			) 🛸								
Deliver to	Site V Cont	act (not set)		V								
Contract	RJCO/01 - RJCO 4T	/ 🕄				0						
Order date	26/04/2013 V Required date 29/04/2013			V	Material	s Consu Budaet	mables Spend	Spend Limits Pending	This	Total Ava	ilable Description	/
Ordered by	Seniz Muharrem			0	•	26	24	0	0	24	2 Monthly	
Repeat detail	Is					80	55	0	0	55	25 Rolling quarter	
Repeat?	Every	0	V			316	264	0	0	264	52 Rolling year	
	End after	0 (not set)	<b>V</b>									
Drag a colu	umn header here to	group by that colum	ın.									
2	Template	Category	Group	Product		Supplier		Qty Unit	Unit co	st Zerocos	t Vat code	Price group Zero price
	2	Plastic Sacks	Re-chargeable w	white bac	js 15x24	THAMES	~	2 Pack	£9.39	0	Standard Rate	✓ 50% St ∨ Not appl ∨

A revision can only take place if the following conditions are met:

- The order is not repeating
- On 'direct' and 'to stores' orders, the status must not be "Completed"
- For a transfer order, picking must not have occurred yet

Under these circumstances, it is then possible to start the revision process. The order status will be changed to 'revising', at which point it will no longer be seen as posted. For each eligible line of the order (i.e. those that have not been received or

Z Templ	ate Category	Group	Product	Qty	Unit	Unit cost	Zero cost	Vat code	_	Price gro	oup	Unit price	Unit	
•	Bags	Waste Sacks	ABC001	1	Bag	£1.000	Г	1 (20%)	-	Internal	-	£1.000	Bag	
	Bags	Waste Sacks	ABC001	1	Bag	£1.000		1 (20%)	-	Internal	•	£1.000	Bag	
				_						_				
														_
•								1						
1	1	1.000					1							
Build from contract	Add from templates	Add products	Remove selected pro	iducts	Remove	ZERO product	s							
													S013 - Bev	

invoiced), a copy will be created which can be edited, as shown below:

Users are now free to amend these latest lines as required, and can also add new lines if required. If any zero lines are added, they will be removed at the point of posting the revision. A revised order must be approved (again) by a user with a stores order revision approval workflow path, at which point it will be posted with the new/edited lines in place and any old lines

removed. The order status will then return to "Posted" and notes will be added to the order to record the start and end of the revision process, along with auditing any changes made:

		Store	es order Note	es - RJCO	4TH 01 dated 26/04/2013 required 29/04/2013 -
	File Tools H	elp			
ŧ	📁 Close 🍏	Save  Save and new	🍪 Print 🔌	Excel	
CI	assification	By	On 🗸	At 🗸	
Z					
	System	Templa support user	02/09/2013	14:23	special added: 12 INCH SOFT WOODEN BROOM COMPLETE COC004 ** special product
T	System	Templa support user	02/09/2013	14:19	Revise SUCCEEDED
	System	Seniz Muharrem	26/04/2013	13:26	Post SUCCEEDED
Þ	System	Seniz Muharrem	26/04/2013	13:26	Order emailed to onlineorders@thamesmeadonline.co.uk supplier: THAMESMEAD BUSINESS SE

The revision can be cancelled at any point during the process, removing any changes made and returning the Stores Order to its original status.

### **Sales Invoice Un-post**

It is possible for an authorised user to un-post an entire sales invoice batch if required. It must be remembered, however, that this only performs the un-post within Templa-CMS, and not within the accounts system, meaning that on re-post in Templa-CMS all invoices remaining in the batch would again be sent to Dimensions, possibly causing a great deal of duplication that would need to be manually deleted before posting within Dimensions.

A securable function has been added to allow 'sales invoice un-post'. For an authorised user, this function can be performed on one or many invoices within a single posted sales invoice batch. On acceptance of the un-post of several invoices, the following will be performed:

- A new 'ad-hoc' invoice batch will be created
- The selected invoices will be moved to the 'ad-hoc' batch, and marked as un-posted
- The original (now smaller) batch will be re-summarised to 'site transactions' (i.e. the value of the un-posted invoices will be removed from the reporting database)
- The state of any affected stores orders (or indeed work-bills) will be re-assessed, and therefore set back to 'not invoiced'

Following the un-post, and based on whether further rollback is required (e.g. of GRNs), the user may then decide to delete the ad-hoc invoice batch and its invoices.

							Invoice	e List							_ 0 >
Fi	ile	Tools	Help												
C	)	Close 🧃	의 Open 🔍 View ಿ F	Refresh 🔒	Print 🔕 Excel 🕼 Rein	state 📲 i	Expand all 📮 Collapse all								
8		Pro-form	nas  Change posted pe	eriod 🛱 L	In-post sales invoice(s)										
Dr	aa	a colum	n header here to group by	that column.											
			Invoice		Client name	Site code	Site name	Туре	Dated		Net value	Vat value	Gross value	Sales analysis	Source
												1			
	2		GPMP - MERIDIAN DELTA	GPMP	MERIDIAN DELTA LTD	GPMP/0	GPMP 1	Invoice	31/05/2013		£64.14	£12.83	£76.97	4090	Stores order receipt GPMP/01
	2		GPMP - MERIDIAN DELTA	GPMP	MERIDIAN DELTA LTD	GPMP/0	GPMP 1	Invoice	31/05/2013		£25.89	£5.18	£31.07	4090	Stores order receipt GPMP/01
	2		JLSLPC - STANDARD LIF	JLSLPC	STANDARD LIFE ASSUR	JLSLPC/	JLSLPC LONDON	Invoice	31/05/2013		£83.20	£16.64	£99.84	4090	Stores order receipt JLSLPC/
	2		JLSLPC - STANDARD LIF	JLSLPC	STANDARD LIFE ASSUR	JLSLPC/	JLSLPC LONDON	Invoice	31/05/2013		£31.20	£6.24	£37.44	4090	Stores order receipt JLSLPC/
	2		JLSLPC - STANDARD LIF	JLSLPC	STANDARD LIFE ASSUR	JLSLPC/	JLSLPC LONDON	Invoice	31/05/2013		£59.80	£11.96	£71.76	4090	Stores order receipt JLSLPC/
•	2		JLSLPC - STANDARD LIF	JLSLPC	STANDARD LIFE ASSUR	JLSLPC/	JLSLPC LONDON	Invoice	31/05/2013		-£38.13	-£7.63	-£45.76	4090	Stores order receipt JLSLPC/
	2		JLSLPC - STANDARD LIF	JLSLPC	STANDARD LIFE ASSUR	JLSLPC/	JLSLPC LONDON	Invoice	31/05/2013		-£77.25	-£15.45	-£92.70	4090	Stores order receipt JLSLPC/
	2		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013		£25.32	£5.06	£30.38	4090	Stores order receipt JLTS/01
(	2		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013		£12.83	£2.57	£15.40	4090	Stores order receipt JLTS/01
•	2		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013		£23.31	£4.66	£27.97	4090	Stores order receipt JLTS/01
	2		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013		£39.24	£7.85	£47.09	4090	Stores order receipt JLTS/01
	2		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013		£381.30	£76.26	£457.56	4090	Stores order receipt JLTS/01
	2		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013		£772.50	£154.50	£927.00	4090	Stores order receipt JLTS/01
(	2		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013		£31.65	£6.33	£37.98	4090	Stores order receipt JLTS/01
	2		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013		£25.32	£5.06	£30.38	4090	Stores order receipt JLTS/01
(	2		LIMS - MARS PENSION T	LIMS	MARS PENSION TRUSTE	LIMS/01	LIMS LONDON	Invoice	31/05/2013		£66.92	£13.38	£80.30	4090	Stores order receipt LIMS/01
	2		LIMS - MARS PENSION T	LIMS	MARS PENSION TRUSTE	LIMS/01	LIMS LONDON	Invoice	31/05/2013		£92.82	£18.56	£111.38	4090	Stores order receipt LIMS/01 -
	2		LIMS - MARS PENSION T	LIMS	MARS PENSION TRUSTE	LIMS/01	LIMS LONDON	Invoice	31/05/2013		£4.71	£0.94	£5.65	4090	Stores order receipt LIMS/01 -
	2		LIMS - MARS PENSION T	LIMS	MARS PENSION TRUSTE	LIMS/01	LIMS LONDON	Invoice	31/05/2013		£25.40	£5.08	£30.48	4090	Stores order receipt LIMS/01 -
<	_									£2	9,823.53	£5,964.74	£35,788.27		>

# **Purchase Invoice Un-post**

As with sales invoice batches, it is possible for an authorised user to un-post an entire purchase invoice batch, and again this only performs the un-post within Templa-CMS.

A securable function has been added for 'purchase invoice un-post'. For an authorised user, this function can be performed on one or many purchase invoices within a single posted purchase invoice batch. On acceptance of the un-post of several purchase invoices, the following will be performed

- A new purchase invoice batch will be created
- The selected invoices will be moved to the new batch, and marked as un-posted
- The original (now smaller) batch will be re-summarised to 'site transactions'
- The state of any affected stores orders (or indeed work-bills) will be re-assessed, and therefore set back to 'not purchase invoiced'

Following the un-post, and based on whether further rollback is required (e.g. of GRNs), the user may then decide to delete the purchase invoice batch and it's invoices, or amend the invoices to re-match to the correct stores orders.

					Purchase In	voice Register	-	
Fil	e Tools He	elp						
0	l Close 🧔	Open 🚱 Ne	ew 🔍 Vie	w 🏖 Refi	resh 🍓 Print	🔌 Excel 🔇 Delete 🕼 Re	instate 📓 Show deleted	
8	Remove fro	om batch 🛛 🎯	Change po	sted period	🛱 Un-post	purchase invoice(s)		
Dra	g a column ł	header here to	group by th	at column.		Un-post purchase invoice(s)	]	
7	St Log numb	Status	Туре	Supplier c	Supplier name	Supplier ref	Text	Tax
2								
۲	<b>)</b> 11	P05 - Posted	Invoice	JUNGLE	JUNGLEWORI	LD LLP 123297	Mthly flower del	01

Note: It will remain the user's responsibility to raise any necessary credits within Dimensions.

### **Goods Receipt Un-post**

A securable function has been provided for 'GRN un-post'. For an authorised user, this function will only be accessible if no sales or purchase invoices are referencing the GRN in question (even if the sales or purchase invoices are un-posted, they must not exist to un-post the GRN).

On acceptance of the GRN un-post, the GRN details will be set to a 'new' status and the state of the associated stores order will be re-assessed, thus returning it to 'awaiting delivery' (assuming there are no other posted GRNs for the same stores order). For a 'transfer' order, re-allocation of the stock 'picked' and 'on-transfer' will automatically take place as part of this process. For a 'to stores' order, any stock movement created by the posting of the GRN will be reversed.

Once the GRN has been un-posted, the user is free to amend or delete as required.

# **Un-Picking**

A securable function has been provided for 'stores order un-pick'. Where multiple picks have been performed on a stores order, they must be un-picked in reverse sequence. For an authorised user, this function will only be accessible if there are no GRNs associated with the picking number selected for un-pick (even if the GRNs are un-posted, they must not exist in order to un-pick a picking number).

On acceptance of the un-pick, the picked quantities within the picking number will be removed, and the state of the associated stores order will be re-assessed, thus setting its status appropriately and removing any stock allocations.

				-			_								-
		Stores Order Deta	ails - JLGS LO	ND	ON01 dated 01	1/02/2	2012 require	d 08/02/2	012 (fro	om RCCI	P REGULAR)				×
File Tools	Help														
💋 Close 🕔	🗢 Previous 📫 Ne	xt 🧐 Notes 👂 Attachment	s 📋 Process s	heet	3	_									
<ul> <li>Workflo</li> </ul>	w 🐚 Documents	🥵 Deliveries 🗋 Purchase in	voices 📲 Exp	and a	all 😐 Collapse	all 🚳	Un-pick								
Stores Order	Dates						la siste								
	Transfer      To sto	es 🔵 Direct				10	Jn-pick								
Order number	5	Client order ref JLGS		Sp	ecial instructions	Requ	est notes								
Site	JLGS LONDON		20												
Deliver to	Site 🗸 Conta	(not set)	~												
Contract	JLGS/01 - JLGS LON	DON01	v 🕒												_
Order date	01/02/2012 🗸	Required date 08/02/	2012 🗸	_	terials Consum		Spend Limits			2.11	N				
Ordered by	Hugo Burgos		0	E.	Budget S 132	pend 34	Pending 0	This 0	Total A 34	_	Description Monthly				
Transfer deta				-	395	34	0	0	34		Rolling guarter				
					1.581	34	0	0	34		Rolling year				
RCCP REG	IULAR		0 🧆		1,001	34	U	0	34	1,047	Noning year				
pick 1		ader here to group by that colur													
pick 2		plate Category	Group		Product		Qty Unit	Unit cost				Price group		Unit price	~
pick 2	► 😒	Mops	Janitorial Iter		16OZ MULTI YA		15 Item	£1.680					Not appl 🗸	£0.000	
	<u></u>	Scouring Pads	Janitorial Iter	ns	GREEN SCOUR		2 Item	£1.100		Stand	lard Rate		Not appl 🗸	£0.000	It
	<u></u>	Scouring Pads	Janitorial Iter	ns	SPONGE SCOU		2 Item	£2.670		Stand	lard Rate	× ×	Not appl 🗸	£0.000	lt
	-	Maraking Halling	. n		KIND & LITOP W		Contribut	07.070		<b>C</b> 1	10.1		Maximum 1	00.000	0

### **Stores Order Un-post**

A securable function is provided for 'stores order un-post'. For an authorised user, this function will only be accessible if there are no GRNs or picking details associated with the order (even if the GRNs are un-posted, they must not exist to un-post a stores order, they should be un-posted and then deleted). On acceptance of the stores order un-post, the order will be set to an 'approved' status. Once the order is un-posted, the user is free to amend or delete it as required.

Ξ		Stores O	rder Det	tails - RJ	CO 4TH 0	l date	ed 26/04/20	13 required	29/04/2	013				×
File Tools	Help													
💋 Close 🤇	뚿 Previous 📣 Next 🧐 No	tes 👂 Attachments 🗎	Process	sheets										
Workflov	w 📅 Un-post 💽 Revise 🛛	🗅 Documents 🏼 🥥 Confin	m delivery	/ 🤧 Del	iveries 🗋	Purcha	ase invoices 🗳	🗿 Cancel 🔫	Expand	all 📮 Collapse all				
Stores Order	Dates													
	Transfer Un-post	t												
Order number	7648 0	lient order ref RJCO		Special	instructions	Requ	est notes							
Site	RJCO 4TH		0 🥙											
Deliver to	Site V Contact (not set	)	$\sim$											
Contract	RJCO/01 - RJCO 4TH 01		~ <b>()</b>											
Order date	26/04/2013 V	equired date 29/04/2013	~	Material		ables Spend	Spend Limits Pending	This T	otal Avai	lable Description				
Ordered by	Seniz Muharrem		0		Budget ! 26	24	Pending 0	0	24 Ava	2 Monthly				
Repeat details	s			-	80	55	0	0	55	25 Rolling guarter				
Repeat?	Every 0				316	264	0		264	52 Rolling year				
	End after 0 (not se													_
Drag a colu	umn header here to group by the	it column.												
2	Template Category	Group	Product		Supplier		Qty Unit	Unit cost	Zero cos	Vat code	Price group	Zero price	Unit price	Unit
F 😒	Plastic S	acks Re-chargeable w	white b	ags 15x24	THAMES	~	3 Pack	£9.390		Standard Rate	✓ 50% St	Not appl 🔍	£14.085	Pac
4	Brooms	Janitorial Items	12 INCI	H SOFT W	THAMES	~	1 Item	£2.840		Standard Rate	✓ 50% St	Not appl 🔍	£2.840	Item

# **RETURNED GOODS**

Where 'goods receipts' are entered in error, the existing process for un-posting can be used to reverse the effect of this error. However, there are occasions where the GRN was correctly entered, and possibly even re-charge invoices have been sent, but that the goods are ultimately returned from the site. Whilst this can be un-done by careful un-posting and the creation of a manual credit for the re-charge, this process is long winded and therefore not ideal in this scenario.

A 'goods return' process now exists to make this process easier for the user. This process is securable via the 'Goods receipt – return' function.

For a user with the above new function, a new toolbar button will be available on any posted 'Goods receipt', as below

	Tools Help									
🥥 c	Close 💠 Previo	ous 🌳 Next 🧐 Note	es 👂 Attachments	s 📋 Process sh	leets					
D P	Purchase invoice	s 🗋 Sales invoices 🛛	Equipment items	📲 Expand all	Collapse a	ll 🥘 Retu	rn goods			
Goods	Receipt									
Delive	ery number 6	Suppli	er deliv. ref		Entered 06 February 2012	II Coott				
From -	- supplier	HAMES		0		14:07:27 JI	III SCOTI			
	- internal stores				Delivery notes					
Delive	ered to	NFU 52-54		80						
	E	NFU 52-54								
	ery date	5/02/2012 -								
_			_							_
_	g a column hea	der here to group by tha	_	Supplier part no	Type	Order	Purchase	Ordered	Unit	
Drag		der here to group by tha	Product	Supplier part no. CT0100	Type Direct		Purchase Recharg	Ordered 1	Unit Case	
Drag	g a column hear	der here to group by tha Group Re-chargeable w	_			121	Purchase Recharg Recharg	1		
Drag	g a column head Category Plastic Sacks	der here to group by tha Group Re-chargeable w Re-chargeable w	Product BLACK CONTRA		Direct	121 121	Recharg	1	Case	
Drag	g a column hear Category Plastic Sacks Toilet Tissue	der here to group by tha Group Re-chargeable w Re-chargeable w	Product BLACK CONTRA SCOTT 36 BULK	CT0100	Direct Direct	121 121	Recharg Recharg	1	Case Case	
Drag	g a column hear Category Plastic Sacks Toilet Tissue	der here to group by tha Group Re-chargeable w Re-chargeable w	Product BLACK CONTRA SCOTT 36 BULK	CT0100	Direct Direct	121 121	Recharg Recharg	1	Case Case	4

When selected, the user will initially be prompted to confirm whether this is a 'full' or 'partial' return, and will subsequently be presented with the 'Goods Return Details' window.



#### **GOODS RETURN**

On the 'Goods Return Details' screen, all details including the return line will be pre-built from the goods receipt that has been selected for return. Where the user specified 'full return' the return quantities will be auto-completed from the original delivered quantities.

Goods Return Details			Cold - Dave	An Compatibility State	- Margaret -					
File Tools Help										
🟳 Close 🛃 Save 👪 Save and new	🗘 Notes  🤌 Attachments	🗎 Process sheets								
🎯 Confirm return 📲 Expand all 💻	Collapse all									
Goods Receipt										
Return number new Su	oplier deliv. ref									
From - supplier THAMES	0	Return notes								
- internal stores										
From site										
Return date 30/01/2015 -										
Drag a column header here to group by	that column.									
					Quantity		_	_		_
Category Group	Product Supp	plier part no. Type	Order Purchase	Ordered Unit	Delivered	O/s	Returned	Remaining	Remove remainder?	Comment
<ul> <li>Plastic Sacks Re-chargeable</li> </ul>	W BLACK CONTRA CTO	0100 Direct	121 Recharg	1 Case	1	0	1	1		
Toilet Tissue Re-chargeable	w SCOTT 36 BULK	Direct	121 Recharg	1 Case	1	0	1	1		
Hand Towels Re-chargeable	w SCOTT WHITE 1 KC6	5663 Direct	121 Recharg	3 Case	3	0	3	3		

On the header section, the user will be able to enter the return date, and return notes. All other header details will be view only, having been brought forward from the receipt.

On the lines, the user may enter a returned quantity that does not exceed the delivered quantity of the GRN line being returned. It is possible to record multiple goods returns against a single goods receipt. Where this is done, TemplaCMS will be keeping track of the total returned quantity at GRN line level and, as such, will know the quantity that can be returned.

As each return quantity is entered, the associated stores order line will become under-delivered. As such, the user will at this point be able to specify whether to remove the remainder, i.e. confirming that it will never be re-delivered. Unlike receipt processing, the remove remainder flag will NOT default from the System Control setting but instead will be un-ticked.

It is not possible to add or remove lines from the return. Where a line is not required to be returned, the return quantity should be left as zero.

### **Confirm Return**

On pressing the 'Confirm return' button, the goods return details will be posted.

Where a return line relates to a 'rechargeable' receipt line, the new return line will become eligible to be credited, even if the original receipt has not yet been invoiced.

For a return on a 'transfer' order, a 'stock in' transaction will be created on the internal stores site in order to return the goods to stock. This transaction will take its unit cost from the cost of the receipt line being returned.

For a 'to stores' order, a 'stock out' transaction will be created to remove the goods from stock. As with any other 'stock out' transaction, this process will require allocation of the required stock. The routine will attempt to allocate directly to the 'stock in' transaction of the receipt line being returned, although if this is not possible, normal FIFO stock allocation will occur. If it is not possible to fully allocate the stock out (i.e. there is insufficient free stock) the confirmation process will fail and the user must amend the goods return details.

On completion of the 'Confirm return' processing, the overall state of the stores order will be re-assessed and as such its status could be changed.

# Invoicing

As a goods return line is in effect simply a negative goods receipt line, where a credit is necessary (i.e. where the original GRN line had previously been invoiced) it will implicitly be picked up during re-charge invoicing, thus crediting the client.



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